

MEDA 121R: Medical Office Practice I

The first of two Medical Office Practice courses, this course will offer students the opportunity to explore, study, and practice numerous administrative responsibilities associated with work in a medical office. The course focuses on career opportunities, professionalism, appointment scheduling, letter composition relevant to the medical office, telephone techniques, records management, banking duties, and the maintenance of a recordkeeping system. The major insurance carriers are reviewed as well as such programs as Worker's Compensation, Medicare, Medicaid, CHAMPUS/CHAMPVA. Accuracy in procedural and diagnostic coding will be stressed as a way to maximize reimbursement. Students will use computerized patient and insurance billing software to produce insurance claims and patient invoices efficiently.

Credits: 3

Lab Hours: 3

Lecture Hours: 2

Prerequisites: HLTH 102R (or corequisite)

Program: **Medical Assistant**