

MAT 120: Medical Administrative Procedures I

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills.

Credit Hours: 3

Lecture: 2

Lab: 1 (2 contact hours:1 credit hour)

Clinical/Practicum: 0

Credits: 3

Prerequisites:

MAT 125

MAT 128

MAT 215

MAT 101 or OAD 211

Co-Requisites:

None