

MAT 121: Medical Administrative Procedures II

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping, payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices.

Credit Hours: 3

Lecture: 2

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

Clinical/Practicum: 0

Credits: 3

Prerequisites:

MAT 111

MAT 120

MAT 211

MAT 239

MAT 102 and MAT 103 **or** BIO 201 and BIO 202

Co-Requisites:

None