

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.

Credits: 3

Lab Hours: 3

Lecture Hours: 2

Prerequisites:

Medical Terminology, MAT 102 or BIO 201, MAT 111, MAT 120, and MAT 125.

Co-Requisites:

None