

# 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.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 2

**Prerequisites:**

Acceptance to the Medical Assistant Technology program, ENG 101, MTH 116 or higher level math, and BIO 103.

**Co-Requisites:**

None