Alexandria Technical and Community College

MEDS 2604: Medical Office Management

A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: 3
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites:
   MEDS 2605 - Medicolegal & Reimbursement Issues (Number of Years Valid: 5)
   Corequisites: None
   MnTC Goals: None
   This course broadens learners' organizational, technical, personal, and leadership skills critical to success as office managers in today's medical environment. Learners work with a medical office manager through a mentorship program, personal contact, and applied projects. Emphasis in this course is on developing the learners' problem solving and decision making skills as they relate to medical office management. Prerequisite or Corequisite: MEDS2605 and ADMN1501.

B. COURSE EFFECTIVE DATES: 12/18/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. The roles of health care professionals and administrative positions.
   2. Front office professionalism and communications.
   3. Medical record documentation and risk assessment.
   5. Ethical, legal, and compliance issues.
   6. Hardware, software, and security in an electronic setting.
   7. Responsibilities of the medical office manager.
   9. Teamwork, networking, and project planning.

D. LEARNING OUTCOMES (General)
   1. The learner will demonstrate an understanding of the health care system and management issues related to personnel and the front office.
   2. The learner will demonstrate an understanding of management issues related to medical records, billing, and insurance.
   3. The learner will understand management styles and responsibility for computers, policy and procedures, facilities.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted