Alexandria Technical and Community College

ADMM 2604: Medical Office Management

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: 0
OJT Hours/Week: *.*
Prerequisites:
This course requires the following prerequisite
ADMM 1624 - Medical Reception (Number of Years Valid: 5)
Corequisites: ADMM 2605
MnTC Goals: None

This course broadens organizational, technical, personal, and leadership skills critical to success as office managers in today’s medical environment. Learners work with simulation software to act as a medical office manager performing hands-on applied activities. Emphasis is on developing problem solving and decision-making skills as they relate to medical office management.

B. COURSE EFFECTIVE DATES: 05/03/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Identify the roles of health care professionals and administrative positions.
2. Demonstrate knowledge of front office professionalism and communications.
3. Understand medical record documentation and risk assessment.
4. Describe billing, coding, and collection procedures.
5. Examine ethical, legal, and compliance issues.
6. Understand hardware, software, and security in an electronic setting.
7. Define the responsibilities of the medical office manager.
8. Analyze financial procedures in a health care environment.
9. Demonstrate 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 work environment.
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, and 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