

MEDICAL OFFICE MANAGEMENT (MO)

MO250: Medical Records Management

This course familiarizes you with the content, format, and management of the medical health record including the utilization of the electronic medical record. You will compare and evaluate the electronic medical record with the traditional printed medical record. You will also evaluate the reliability and accuracy of data found in the medical record.

Quarter Credit Hours: 3 | Prerequisite: None

MO270:  Advanced Medical Office Management

The course explores guidelines for running the medical office. Topics include personnel management, governmental compliance, risk assessment, and basic business practices.

Quarter Credit Hours: 5 | Prerequisite: None

MO270M1: Medical Office Administrator Duties

Identify the role of the medical office administrator in the medical office.

Quarter Credit Hours: 1 | Prerequisite: None

MO270M2: Legal Standards in a Medical Office

Describe legal standards that apply to compliance in medical offices.

Quarter Credit Hours: 1 | Prerequisite: None

MO270M3: Risk Assessments

Identify risk assessment practices in the medical office.

Quarter Credit Hours: 1 | Prerequisite: None

MO270M4: Reducing Health Care Costs

Evaluate the role of medical office administrators in reducing health care costs.

Quarter Credit Hours: 1 | Prerequisite: None

MO270M5: Personnel Management Methods

Describe methods of personnel management in the medical office.

Quarter Credit Hours: 1 | Prerequisite: None

MO290: Medical Office Administration Externship and Evaluation

This course is designed to provide you with an opportunity to review all knowledge competencies of the Medical Office Administration Certificate through completion of an externship. Successful completion of this course will require 160 hours of administrative experience at an approved health care setting. Through this externship and capstone experience, you will gain clinical experience in procedures and functions common to the medical office. You will be evaluated on the performance of expected competencies at the end of the course.

Quarter Credit Hours: 3 | Prerequisite: MO270 and permission of the Clinical Placement Team