

MEDICAL OFFICE MANAGEMENT (MO)

M0250: Medical Records Management

Students are familiarized with the content, format, and management of the medical health record including the utilization of the electronic medical record. Students compare and evaluate the electronic medical record with the traditional printed medical record. Students evaluate the reliability and accuracy of data found in the medical record.

Quarter Credit Hours: 3 | Prerequisite: None

M0270: 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

M0290: 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: M0270 and permission of the Clinical Placement Team