

AHS2087 : Medical Office Procedures

Medical Office Procedures is designed to furnish the Medical Assisting student with basic knowledge of administrative medical office management. Techniques, methods, and procedures covered include patient reception, record management, billing, scheduling, and human resource management. Medical law, ethics, and bioethics in the ambulatory health care setting are also the focus of this course.

Credits 4.0

Prerequisites

[AHS1085](#), [AHS1086](#), [AHS1087](#), and [AHS1088](#) with a minimum grade of C

Corequisites

None