

ADMM2122 - Medical Office Management

Credits:	3 (3/0/0)
Description:	This course examines the many responsibilities of a medical office manager. Whether in a small private practice or a large group practice, a medical office manager must be aware of current regulations in the health care industry and how these regulations affect the operations of a health care organization. Office management, business operations, human resources, financial management and marketing for health care organizations are also explored.
Prerequisites:	<ul style="list-style-type: none"> • ADMM1122
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> 1. Analyze management styles. 2. Analyze and compare policies in various health care facilities. 3. Research methods of leadership. 4. Analyze and compare procedures in various health care facilities. 5. Develop a patient information pamphlet. 6. Analyze health care compliance issues. 7. Research health care marketing and public relations practices. 8. Utilize current technology to perform management responsibilities. 9. Develop interpersonal communication skills appropriate for a health care environment. 10. Examine current issues in the health care industry.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.