

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 taken as a Prerequisite or Corequisite.