

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:	• ADMM1122
Corequisites:	
Pre/Corequisites [*] :	
Competencies:	 Analyze management styles. Analyze and compare policies in various health care facilities. Research methods of leadership. Analyze and compare procedures in various health care facilities. Develop a patient information pamphlet. Analyze health care compliance issues. Research health care marketing and public relations practices. Utilize current technology to perform management responsibilities. Develop interpersonal communication skills appropriate for a health care environment. Examine current issues in the health care industry.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.