

## 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"> <li>• ADMM1122</li> </ul>
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Analyze management styles.</li> <li>2. Analyze and compare policies in various health care facilities.</li> <li>3. Research methods of leadership.</li> <li>4. Analyze and compare procedures in various health care facilities.</li> <li>5. Develop a patient information pamphlet.</li> <li>6. Analyze health care compliance issues.</li> <li>7. Research health care marketing and public relations practices.</li> <li>8. Utilize current technology to perform management responsibilities.</li> <li>9. Develop interpersonal communication skills appropriate for a health care environment.</li> <li>10. Examine current issues in the health care industry.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.