

ADMM2122 - Medical Office Management

| Credits: | 3 (3/0/0) |
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| 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.