MOA110 : MEDICAL OFFICE PROCEDURES

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**