

POFM1313: Medical Office Procedures

Credit Hours: 3.5

Clock Hours: 55/40/0

Students acquire clerical and administrative skills typically expected in a medical office. This course includes discussions and activities in telecommunications, medical record management, mail processing and general office equipment. Students practice keyboarding to gain accuracy and speed and learn medical terminology. In addition, students will learn essential skills in professionalism and portraying a professional image, professional relationships, and confidentiality.