

## 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:      | <ol> <li>Analyze management styles.</li> <li>Analyze and compare policies in various health care facilities.</li> <li>Research methods of leadership.</li> <li>Analyze and compare procedures in various health care facilities.</li> <li>Develop a patient information pamphlet.</li> <li>Analyze health care compliance issues.</li> <li>Research health care marketing and public relations practices.</li> <li>Utilize current technology to perform management responsibilities.</li> <li>Develop interpersonal communication skills appropriate for a health care environment.</li> <li>Examine current issues in the health care industry.</li> </ol> |
| MnTC goal areas:   | None   |

<sup>\*</sup>Can be taking as a Prerequisite or Corequisite.