

ADMIN OFFICE PROCEDURES (AOP)

AOP 0500 Administrative Medical Assistant (0 Credits)

This course covers the theory, practice and techniques of medical office management and overview of the profession of medical assisting and its role in providing quality health care. Healthcare administrative functions, including: safety in the office environment, verbal and written communications techniques, telehealth, electronic medical records (EMR), medical records management, patient reception, scheduling, professionalism, legal and ethical issues will be emphasized. Emphasis is on daily office procedures, financial management, and computer literacy needed for the health care industry today.