

OAD 214: Medical Office Procedures

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Program: Office Administration

Semester Offered:

Fall