

BUSINESS OFFICE TECH (POFM)

POFM 1317 Medical Administrative Support 3 Credits (3 Lec, 1 Lab)

This course covers instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

Course Type: Technical

POFM 1327 Medical Insurance 3 Credits (3 Lec, 0 Lab)

This survey of medical insurance includes the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

Course Type: Technical