

# MAT 120: Medical Administrative Procedures I

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. This is a CORE course.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 2

**Prerequisites:**

MAT 101 and CIS 146 or equivalent.