

MAT 121: Medical Administrative Procedures II

This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. This is a CORE course.

Credits: 3

Lab Hours: 3

Lecture Hours: 2

Prerequisites:

[MAT 101](#)

[CIS 146](#)