

BST203 : Medical Office Procedures

Students prepare for immediate and long-term success as administrative assistants and medical assistants in a medical office environment. The course includes the following: an overview of the healthcare industry, client/patient relations and communication, health information management, medical practice management, and professional workplace behavior. Students acquire skills in a medical office software package and explore ethical/legal issues in modern medicine.

Credits 3

Prerequisite Courses

[BST110: Computer Applications](#)

[BST103: Medical Terminology](#)

Semester Offered

Spring