

MEDICAL ADMIN ASSIST (POFM)

POFM 1317

Medical Administrative Support

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

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

Prerequisite: Program Chair approval.

POFM 1400

Basic Medical Coding

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is the presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

Prerequisite: Admission to the program.

POFM 2310

Intermediate Medical Coding

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is the assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

Prerequisites: Completion of MDCA 1167 with a grade of "C" or better; Program Chair approval for BAT-MHSM majors.