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# TEMPLE COLLEGE COMMUNITY EDUCATION

## MEDICAL OFFICE ADMINISTRATION ONLINE

POFM 1017

**DATES:**                      **Fall 2009**

This non-credit 24 weeks course, includes instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. The student will study advanced concepts of medical office activities, practices, and procedures to include advanced medical reports, review and analyze scenarios in a medical office; prioritize activities to complete tasks in a timely manner; make decisions regarding composition, format, placement, grammar, word choice, and punctuation to produce mailable documents; and employ appropriate verbal communication skills in conflict resolution.

Earn 96 contact hours or 9.6 CEU's

COST: \$670 + Books

Books and materials can be purchased  
at the Temple College Bookstore located inside the Arnold Student Union.

**Computer Requirements:** Basic computer experience, MS Word, Internet Access, and an e-mail address; ability to access these on a regular basis during the course.

**Textbook Requirements:**

- 1) Administrative Medical Assisting Online to Accompany Young: Kinn's Administrative Medical Assistant (User Guide, Access Code and Textbook Package), 5th Edition By Alexandra Patricia Young, BBA, RMA, CMA;
- 2) Student Study Guide To Accompany Kinn's The Administrative Medical Assistant;
- 3) *Optional:* Medical Language Instant Translator;
- 4) *Optional:* Pocket Medical Dictionary

*Costs are approximate and may change due to publisher's pricing.*

**REGISTER TODAY!**

Call Temple College Community  
Education at 298-8616 for registration  
information.