## **OTM127W : Office Systems and Procedures**

Office Systems and procedures provides a realistic approach for students to learn the skills required in a medical office, including scheduling, terminology, communications, telecommunications, records management, administrative functions, protective practices, and legal and ethical considerations. Basic Practice Finances, Third Party Reimbursement, and Procedural and Diagnostic Coding.

Lecture Hours 4

Lab Hours 0 Credits 4

1 WMCC Catalog