

“Knowledge Creates Confidence – Confidence Creates Success”



COURSE SYLLABUS

Medical Front Office

Medical Front Office/with mid-level Ins. Billing and Coding

Course Information

Medical Front Office (**MFO**) is a 256 clock course that is designed to teach students the basics of medical office clerical work. The course utilizes the Microsoft Office environment, which includes Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook. Students are also taught the basics of Medical Billing.

Students **may** opt to study for an additional 64 clock hours to learn mid-level insurance billing and insurance coding. This is **not** a certified coding certification.

Course Focus and Emphasis

Emphasis is placed on mastering the skills needed to gain successful employment in many exciting medical office occupations.

Course and Career Objective

Graduates will be employable in either the public or private sector as Medical Billers, Medical Receptionists, Medical Administrative Assistants, and Medical Appointment Clerks and many other rewarding medical office positions.