COURSE SYLLABUS

MEDICAL FRONT OFFICE

Course Information

Our Medical Front Office (MFO) is a 256 clock course that is designed to offer the student the basics of medical office clerical positions. This course utilizes the Microsoft Office software systems that include- Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and Microsoft Outlook.

The Students will be introduced to basic Medical terminology for mid-level insurance billing and insurance coding.

This is **not** a certified coding program, however the graduate will have the ability to work in a front office medical position with accounting, billing and data entry for patient information.

Course Focus and Emphasis

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

Course and Career Objective

Graduates will be employable in the public or private sector as Medical   Billers, Medical Receptionists, Medical Administrative Assistants, and Medical Appointment Receptionists.