

OAD 214: Medical Office Procedures

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Students must complete this course with at least a "C" average.

Credits: 3

Prerequisites:

OAD 125 or permission of instructor.

Program: [Office Administration](#)