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## 2023-24 ACADEMIC COURSES

### MBC 223 : MEDICAL OFFICE PROCEDURES

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In this course, students are introduced to the professional characteristics of legal and ethical standards for the medical assistant. Using medical administrative software, students simulate situations where they input patient information, schedule appointments and handle billing. This course addresses front office administrative skills necessary for the medical assistant.

**Level I Prereq:** Academic Reading and Writing Levels of 6; BIO 109 or BIO 111 and HSC 124; minimum grade "C"

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	15
Other Hours	0
Total Hours	60

Accurate as of 02/03/2023 Information is subject to change without notice.