

Virginia Western Community College

HIM 149

Introduction to Medical Practice Management

Prerequisites

None

VCCS Course Description

Introduces principles of administrative practice management. Examines patient scheduling, records management, financial systems and other systems/procedures. Focuses on the development of organizational and decision-making skills utilized by the practice manager.

Semester Credits: 3

Lecture Hours: 3

Required Materials

Textbook

Internet Access

Learning Management System Access

Textbook

Medical Office Management Christine Malone 2nd ed. Instant Access ISBN:
9780134846484

Other Required Materials

Access to a personal computer and internet are required for this online course. For information on the required minimum computer specifications contact the VWCC Help Desk.

VCCS Course Outcomes

At the conclusion of this course, students will demonstrate an understanding of the principles involved in a medical practice management position.

VWCC Topical Descriptions

- The Role of Manager
- Organizational Structure
- Staffing and Human Resource Issues
- Training and Education
- Managing Staff/Team Building
- Employment Law
- Patient Satisfaction

- Managing the Telephone
- Appointment Scheduling and Patient Flow
- Managing the Medical Record
- Integrating Technology
- Financial Management
- Billing and Collections
- Improving Performance Using Benchmarks
- Marketing the Practice

Note to Instructors

None

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)