



## MANAGING THE MEDICAL OFFICE OIS 225

PALOMAR COMMUNITY COLLEGE  
BUSINESS ADMINISTRATION DEPARTMENT  
OFFICE INFORMATION SYSTEMS



# Managing the Medical Office

The Medical Office Management program guides students through the core areas and strategies for managing the medical office including:

- the health care professional's roles and responsibilities;
- applications of sound business practices including:
  - personal management,
  - financial administration,
  - auditing procedures;
- ethical and legal issues in health care:
  - OSHA regulations,
  - medical documentation guidelines,
  - compliance standards
- technology;
- health insurance.



### Special points of interest:

Transferable to: CSU

Units 3

Prerequisite : a minimum grade of "C" in BMGT 101

**Instructor:** Jennifer Ray

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Jennifer has been a medical transcriptionist/editor and medical office manager for seven years. She combines textbook learning with real-world experiences to prepare students for employment as a medical office manager.

**Business Administration  
Website:**

[www.palomar.edu/business](http://www.palomar.edu/business)

### Contact Us:

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## MEDICAL OFFICE MANAGEMENT

### A.A. Degree Major or Certificate of Achievement

#### Required Courses:

ACCT 108	Managerial Accounting	4 units
BUS 117	Legal Environment of Business	3 units
BMGT 110	Human Resource Management	3 units
BMTG 115	Organizational Theory and Design	3 units
BMCT 125	Introduction to Labor Relations	3 units
BMGT 130	Management/Leadership Issues	3 units
<b>OIS 225</b>	<b>Managing the Medical Office</b>	<b>3 units</b>
	Total units	22

Recommended Electives: BUS 186, 188