

# MAT 123 : Medical Business Practices I

This course introduces practices expected of the medical assistant in a healthcare business setting. Topics include, but are not limited to, inputting patient data, utilizing practice management software to include scheduling, routine maintenance of administrative and/or clinical equipment, and sensitivity when managing client needs. Upon completion, students should be able to perform basic medical business skills.

**Program**

Medical Assistant

**Hours** 2

**Lab Hours** 1

**Theory Hours** 1