07 Course: Administrative Procedures

Modality: Self-Paced Learning

Duration:

1) Gather and process documents 2) Navigate electronic health records systems and practice management software 3) Perform billing and collection procedures 4) Process insurance claims 5) Apply scheduling principles 6) Maintain inventory of equipment and supplies 7) Display professionalism through written and verbal communications 8) Perform basic computer skills

Course Outline:

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