

Course Objectives/Course Outline
Spokane Community College

Course Title: Medical Office Bookkeeping

Prefix and Course Number: MSEC 125

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Understand medical office bookkeeping

Course Outline

- I. Introduction
 - A. Medical office billing procedures
 - B. Medical office management software
 - C. Interactive approach
 1. New accounts
 2. Posting business transactions
 3. Open/close posting cycles
 - D. Overview of:
 1. Account aging
 2. Billing
 3. Collection procedures