

BUSN 2340 : Healthcare Administrative Procedures

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics; and, the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior.

Topics include: introduction to business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

Credits 4

Prerequisites

BUSN 1010

OR either

[BUSN 2300](#) or [ALHS 1090](#), and one of [BUSN 2310](#) or [ALHS 1011](#)

Technology:

[BUSN 1000](#) or [COMP 1000](#)

Corequisites

BUSN 1440