

# OST 288 : Medical Office Admin Capstone

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

**Credits** 3

**Class Hours** 2

**Lab Hours** 2

**Clinical Experience Hours** 0

**State Prerequisite Courses**

[OST 148](#)