

**MD 253 MEDICAL OFFICE MANAGEMENT
EVENING CALENDAR**

| WEEK | DAY 1 | DAY 2 |
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| WEEK 1 WEEK 2 | Class introduction Medical Office Manager Duties Portfolio Assignment Office Environment Equipment Warranties | Leasing vs. Buying Inventory Ordering Office Layout Quiz Review Quiz 1 |
| WEEK 3 WEEK 4 | Fraud and Abuse Compliance HIPAA Sexual Harassment OSHA Procedure/Policy Payroll Quiz Review | Quiz 2 Job Descriptions Hiring, Interviewing, Orienting New Employee Evaluations Termination Teamwork Customer Service Final Review |
| WEEK 5 WEEK 6 | Final Portfolio Due | Make up Day |

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