

# LMT 245 : EFFECTIVE OFFICE DECISIONS

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## Transcript title

Effective Office Decisions

## Credits

2

## Grading mode

Standard letter grades

## Total contact hours

20

## Lecture hours

20

## Recommended preparation

Massage Therapy certificate, LMT, or other related health care professional.

## Course Description

Explores insurance billing, retail selling, target marketing, bookkeeping, credentialing and other issues a massage practice may encounter.

## Course learning outcomes

1. Develop decision making strategies for a massage therapy practice relating to retail sales, bookkeeping, and insurance billing.
2. Analyze professional liability insurance coverage needs.
3. Decide and apply advertising and marketing strategies to a target market.
4. Identify continuing education opportunities that are acceptable for massage license renewal in Oregon.
5. Complete an insurance billing statement for the payment of massage therapy services.