

COURSE SYLLABUS

Course Title:	Medical Practice Management Software Applications	Date submitted:	March 2014 (AAC: 14-29)
Department:	Business and Technology Department		
Curriculum:	Business Office Technology		
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	BOT*288	Prerequisites: C- or better in both BOT*137 Word Processing Applications, and BOT*181 Medical Coding I; and Placement into ENG*101-Composition Corequisites: None Other Requirements: Computer classroom
	Course Type:	L/D	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio		
	Elective Type:	G	
	AH: Art History E: English FA: Fine Arts G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science		
	Credit Hours:	3	
	Developmental: (yes/no)	NO	
	Contact Hours:	Lecture: 3 Clinical: 0 Lab: 0 Studio: 0 Other: 0 TOTAL: 3	
	Class Maximum:	24	
	Semesters Offered:	Fall	
Catalog Course Description:	This hands-on computer applications course prepares medical administrative professionals to efficiently use practice management software in managing the operational, patient, and financial data in medical offices and hospital environments. Software skills covered will include appointment scheduling, patient registration, procedure posting, primary and secondary insurance billing, electronic payment posting, patient billing and collections, report generation and file maintenance.		
Topical Outline: <small>List course content in outline format.</small>	1. Medical Billing and Reimbursement Cycle 2. Collection of Patient Information 3. Information Technology in Medical Offices 4. Functions of a Medical Practice Management Software Program 5. HIPPA 6. Using Computerized Medical Billing Software 7. Financial Policy and Collection		
Outcomes: <small>Describe measurable</small>	Upon successful completion of this course, the student will be able to do the following:		

<p>skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>COURSE:</p> <ol style="list-style-type: none"> 1. discuss and explain common software used in the medical workplace and its function(s) 2. describe the billing and reimbursement cycle in a medical office 3. discuss and explain the HIPPA-Health Insurance and Patient Privacy Acts in relation to patients' rights, confidentiality and managing health record information in office software 4. describe the impact of health information technology on documentation and coding 5. list the steps and demonstrate proficiency in the patient registration process to include key demographic collection, chart preparation, and proof of insurance. 6. process insurance claims and explain the various claim forms (CMS-1500, HIPAA 837P) 7. enter charges and payments from patients, post deposits, payments, and adjustments from third-party payers 8. generate, produce, print and analyze reports for preparation of patient statements 9. summarize the importance of financial policy in a medical office 10. demonstrate proficiency in posting a payment from a collection agency, how to add an account to the collection list, create a collection letter and a collection tracer report 11. demonstrate how to schedule and reschedule patient appointments <hr/> <p>PROGRAM: BUSINESS OFFICE TECHNOLOGY: MEDICAL OPTION</p> <ol style="list-style-type: none"> 5. demonstrate decision-making ability; acquire and utilize information to solve problems, demonstrate computer knowledge, demonstrate communication skills and business procedures using ability-based projects, and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality <hr/> <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives. <p style="margin-left: 40px;">Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p style="margin-left: 40px;">Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. classwork 2. graded assignments 3. abilities-based projects 4. exams

<p>Instructional Resources:</p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Computer classroom, Computerized medical billing software (BOT program already utilizes this software)</p> <p>Desired:</p>
<p>Textbook(s)</p>	<p><i>Computers in the Medical Office</i>, Susan Sanderson, latest edition and Student Data for Medisoft Advanced latest version available online, McGraw Hill Company,</p>