



**STATUS:**   A  

**COMMON COURSE NUMBER:**   OST 2464C  

**COURSE TITLE:**   Medical Computer Applications  

**CREDIT HOURS:**       3      

**CONTACT HOURS BREAKDOWN:**

Lecture/Discussion	<u>      40      </u>
Lab	<u>      8      </u>
Other	<u>      00      </u>
Contact Hours/Week	<u>      3      </u>

**CATALOG COURSE DESCRIPTION:**

Prerequisite:   None

Corequisite:   None

This course prepares a medical office assistant to work in a health care practice utilizing computerized medical office management program. It provides training for input of new patient entry, posting procedures and payments, insurance billing, appointment scheduling, file maintenance with support files, and generating the daily, end-of-month, and end-of-period reports which are performed in a medical office.

General Education Requirements - Associate of Arts Degree, meets Area(s):

General Education Requirements - Associate in Science Degree, meets Area(s):

**UNIT TITLES:**

1. Entering New Patients within the Medical Manager Program
2. Post Procedures and Payments
3. Complete Billing and Collection Tasks as Performed in a Doctor's Office
4. Record the Financial Records of a Medical Office
5. Prepare Communications appropriate to a Doctor's Office
6. Use Various Medical Reference Books such as Dictionaries, Physician's Deck Reference and Word Books
7. Maintain Doctor's Appointment Book
8. Process Patients and Visitors
9. Schedule Hospital Admissions
10. Demonstrate Decision-making Skills
11. Demonstrate Communication Skills that are Critical in the Health Information Field

**I. Course Overview:**

Upon successful completion of this course, the students should be able to apply the Medical Manager Software features to medical office situations.

**II. Units:**

**Unit 1. Entering New Patients with the Medical Manager Program**

General Outcome:

1.0 The students should be able to describe, and perform, the procedure for entering new patient's data into the Medical Manager Program.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Start the application and open files.
- 1.2 Identify and describe the basic layout of the Medical Manager Program screen.
- 1.3 Utilize Context menus.
- 1.4 Create a new patient file and save it.
- 1.5 Utilize the Help menu.

## Unit 2. Post Procedures and Payments

### General Outcome:

2.0 The students should be able to open a patient's file to post procedures and payments.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

2.1 Open a patient file.

2.2 Post procedures and save the file.

2.3 Post payments, save the file, and print the file.

2.4 Close the file.

**Unit 3. Complete Billing and Collection Tasks as Performed in a Doctor's Office**

General Outcome:

3.0 The students should be able to post payments and charges to the patient's account using the Medical Manager Program, as well as, print a patient statement.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Post patient procedures.
- 3.2 Post patient payments.
- 3.3 Create patient billing statement.

## Unit 4. Record the Financial Records of a Medical Office

### General Outcome:

4.0 The students should be able to record the financial transactions on the Medical Manager Program.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Open and record payments.
- 4.2 Open and record charges.
- 4.3 Open and record credits.
- 4.4 Save the file.
- 4.5 Print a report.

**Unit 5. Prepare Communications Appropriate to a Doctor's Office**

General Outcome:

5.0 The students should be able to prepare written communications, memos, reports, forms, and charts; as appropriate for the medical office.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Create a file using a word processing program.
- 5.2 Utilize the proper format to create a memo, letter, and report.
- 5.3 Draft a form and chart.
- 5.4 Save and print the office document.

**Unit 6. Use Various Medical Reference Books, such as, Dictionaries, Physician's Desk Reference, and Word Books**

General Outcome:

6.0 The students should be able to use various medical reference books, such as, a dictionary, Physician's Desk Reference, and word books.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

6.1 Introduce the medical dictionary.

6.2 Introduce the Physician's Desk Reference.

6.3 Introduce word books.

## Unit 7. Maintain Doctor's Appointment Book

### General Outcome:

7.0 The students should be able to maintain a doctor's appointment book.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 7.1 Create new months in the appointment book.
- 7.2 Enter patient's appointment information in the book.
- 7.3 Enter doctor's schedule into the appointment book.
- 7.4 Delete and make changes to the schedule accordingly.

## Unit 8. Process Patients and Visitors

### General Outcome:

8.0 The students should be able to process patient's records and receive and process visitors.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 8.1 Receive patient's sign-in and pull the correct chart.
- 8.2 Enter patient's signs and symptoms.
- 8.3 Post Doctor's orders.
- 8.4 Post chargers and payments.
- 8.5 Greet visitors.
- 8.6 Take messages.

## Unit 9. Schedule Hospital Admissions

### General Outcome:

9.0 The students should be able to schedule hospital admissions for the patient.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

9.1 Attain all necessary information to schedule a hospital admission for the patient.

9.2 Call the hospital and transfer the information.

9.3 Schedule the time and date necessary for admission to the hospital.

## Unit 10. Demonstrate Decision-Making Skills

### General Outcome:

10.0 The students should be able to demonstrate decision-making techniques and apply them to their daily work life.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 10.1 Identify the elements of decision-making.
- 10.2 Practice each area of decision-making.
- 10.3 Implement decision-making in their work life.

**Unit 11. Demonstrate Communication Skills That Are Critical in the Health Information Field**

General Outcome:

11.0 The students should be able to demonstrate communication skills that are critical in the health information field.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

11.1 Identify confidentiality situations.

11.2 Practice communications with vital information by role-play.