SECTION I
SUBJECT AREA & COURSE NUMBER: Medical Assisting   MED*219

COURSE TITLE: Computerized Medical Practice Management

CATALOG COURSE DESCRIPTION

Latest medical accounting management computer software currently utilized in the field.
The course will provide hands on simulations of actual office practice duties, payments,
claims, and patient entries and production of health care claims and patient billing
statements.

LECTURE HOURS PER WEEK: 3   CREDIT HOURS: 3

PREREQUISITE: BIO*115, CSA*105, MED*170, BOT*180

SECTION II
A. SCOPE
    Course content will include the following:
    1. Role of computers in the medical office
    2. Support files, daily files, daily backup
    3. The patient file
    4. Posting entries
    5. Appointment scheduling
    6. Billing & posting payments
    7. Types of reports
    8. Aging accounts

B. REQUIRED WORK
    Reading assignments from the required medical software practice management
    textbook
    Completion of projects in claims, payments, patient entries, billing, and various report
    generation.

C. ATTENDANCE AND PARTICIPATION
    Regular attendance and class participation are expected.

D. METHODS OF INSTRUCTION
    As determined by instructor, may include lecture and discussion, demonstration,
    audio-visual tapes, small group and collaborative learning.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT
The following objectives and outcomes represent the department's core requirements for student achievement.

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
role of computers in the medical office	1.complete appropriate assignments correctly	1.achievement of passing grade on tests and/or quizzes 2.quality of hard copy work generated
support files, daily files, daily backup	same as above	same as above
the patient file	same as above	same as above
posting entries	same as above	same as above
appointment scheduling	same as above	same as above
billing and posting payments	same as above	same as above
types of reports	same as above	same as above
aging accounts	same as above	same as above

F. REQUIRED TEXT AND SUPPLIES:
The Medical Manager, Version 10.31, Richard Gartee

G. INFORMATION TECHNOLOGY:
Utilization of appropriate computer software