SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 552

COURSE TITLE

COMPUTERIZED MEDICAL OFFICE

TYPE COURSE

NON-FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course uses the computer and appropriate software for the preparation of third-party billings and procedure coding, aging of accounts, accounts receivable, patient ledgers and preparing statements. The software application for patient information recall, printing medical insurance forms and scheduling of appointments is also included. (FT)

LECTURE/LABORATORY HOURS

    54

NOTE: In order to earn one (1) unit of high school credit, student will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

ADVISORY

Successful completion of or concurrent enrollment in OFSY 550, Medical Insurance or equivalent. Successful completion of or concurrent enrollment in OFSY 551, Medical Terminology or equivalent.

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
    SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
    SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
   SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
   SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To introduce computerized medical procedures using the key features of the record-keeping system for the preparation of documents and records relative to medical offices, clinics, hospitals, and/or the medical division of insurance companies. Foster team and problem-solving techniques. Enhance students' reading, writing, and math skills, enabling them to evaluate, process and retain technical information. Promote communication for successful interaction with employers, co-workers, and clients/patients.

COURSE OBJECTIVES

After successful completion of this course, students will be able to:

1. Use the computer and medical office software, including Medical Accounting, to prepare pertinent documents relative to medical offices, clinics, hospitals, and/or the medical portion of insurance companies.
2. Use various current reference materials, including medical dictionary, tutorials, industry periodicals, computer manuals, and computer resources.
3. Use standard medical abbreviations and symbols.
4. Demonstrate the use of appropriate medical office procedures in the completion of forms and patient scheduling.

SECTION II

COURSE CONTENT AND SCOPE

1. Overview of Course
2. Introduction and Utilization of the Computer
   2.1. Operating system/environment (DOS or Windows)
   2.2. Software for medical office procedures
   2.3. Disk handling
   2.4. Printers
3. Third Party Billings
4. Procedures Coding
5. Patient Information Recall
6. Printing Reports and Medical Insurance Forms
7. Medical Accounting

COURSE CONTENT AND SCOPE (CONTINUED)

    7.1.   Aging accounts
    7.2.   Accounts payable
    7.3.   Patient ledgers
    7.4.   Patient statements
    7.5.   Accounts receivable
8. Scheduling
9. Job Preparation
    9.1.   Opportunities
    9.2.   Qualifications
    9.3.   Applying for a job
        9.3.1. Writing a resume
        9.3.2. Writing a cover letter
    9.4.   Completing an application

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, supplemental reading assignments, relevant industry periodicals, reference manuals, and computer resources.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a notebook/portfolio of class assignments and projects, providing answers to selected textbook questions, resumes, and related employment documents. Writing assignments will enable students to demonstrate understanding of medical terms, office procedures and evaluation of proper writing skills.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, reference resources or handouts. Analyzing and providing written answers to assigned questions. Volunteering for course-related work.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments that demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and/or classroom materials. Analyze patient account, interpret billing procedures for various programs, and determine primary and secondary insurance providers for appropriate billing.

EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of assigned projects.

3. Attendance and punctuality.
4. Completion of performance objectives.
5. Participation in class.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, use of audio-visual, tutorials, group and team work. Other unique instructional strategies such as, field trips, job shadowing, volunteering, and guided student job assignments, may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course, such as:

Computers in the Medical Office: Using Medisoft, Battist, Glenco-McGraw Hill, latest edition
Guide to Medical Billing, Masby Life Line, latest edition
Medical Terminology, Smith, Wiley and Sons, latest edition
Taber's Cyclopedic Medical Dictionary, latest edition
Insurance Handbook for the Medical Office, Fordney, W. B. Saunders, latest edition
CPT Current Procedural Terminology, latest edition
*ICD-9-CM-International Classifications of Diseases, latest edition
Physician's Desk Reference, Slone, Medical Economics Company, latest edition
Microsoft Office Word 2003 for Medical Professionals, Jennifer Duffy, Carol M. Cram, latest
    edition

Supplies:

Storage media (i.e. a Zip disk, flash or thumbnail drive)

PREPARED BY ___Office Systems Professors___ DATE __April 21, 1987__

REVISED BY ___Marcy Schroeder___ DATE __September 15, 1989__

REVISED BY ___Vi Huprich___ DATE __January 17, 1996__

REVISED BY ___Sharian Lott___ DATE __February 22, 2007__

REVISED BY __Instructional Services, SLOs added__ DATE __March 7, 2017__

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog