

**OST 243**  
**MEDICAL OFFICE SIMULATION**

**COURSE DESCRIPTION:**

Prerequisites: OST 131 and OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. *This course is a unique concentration requirement of the Medical Office Systems Technology concentration in the Office Systems Technology program.* Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

**LEARNING OUTCOMES:**

Upon completion of this course, the student will be able to:

1. Establish, maintain, and use records
  - a. Set up files
  - b. Maintain and use a variety of health record indices, specific registries, and retrieval systems
  - c. Retrieve filed materials
  - d. Handle insurance claims both electronically and on paper
2. Schedule appointments
3. Adhere to procedures concerning company and patient confidentiality
4. Post financial transactions
5. Maintain accounts
6. Prepare daily and monthly statements
7. Processing claims and collecting payments
8. Gain access to systems and administrative software
9. Use printer(s)

**OUTLINE OF INSTRUCTION:**

- I. Computers in the Medical Office
  - A. The flow of information in the medical office
    - 1.) The task cycle
  - B. The role of computers in the medical office
    - 1.) Introduction to medical office applications
- II. Medisoft for Windows Training
  - A. Introduction to Medisoft
  - B. Entering patient information
  - C. Working with cases

- D. Entering charge transactions
  - E. Entering payments and adjustments
  - F. Scheduling
  - G. Using claim management
  - H. Printing reports
  - I. Using utilities
- III. Medisoft Simulation(s)
- A. Handling patient records and transactions
  - B. Scheduling appointments
  - C. Printing lists and reports
  - D. Billing operations
  - E. Filing electronic media claims

**REQUIRED TEXTBOOKS AND MATERIALS:**

Sanderson, Susan M. Computers in the Medical Office. 4<sup>th</sup> ed. McGraw-Hill/Higher Education, 2005.

One (1) Blank, formatted floppy diskette.

**SUGGESTED REFERENCES, PERIODICALS AND AUDIO-VISUAL AIDS:**

ICD-9-CM, International Classification of Diseases. 9<sup>th</sup> ed. Clinical modification, Vols. 1-3, 2000.

CPT, Physicians Current Procedural Terminology.

Stedman's Medical Dictionary. 26<sup>th</sup> ed. Glencoe's Medical Terminology-Language for Health Care. (*Optional*)

Taber's Cyclopedia Medical Dictionary. 19<sup>th</sup> ed. F. A. Davis Company. (*Optional*)

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.