

OST 243
MEDICAL OFFICE SIMULATION

COURSE DESCRIPTION:

Prerequisites: OST 130 or 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. 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. Explain why the use of technology in healthcare is increasing.
2. Describe the functions of practice management programs.
3. Identify the core functions of electronic health record programs.
4. Discuss how the HIPAA Privacy Rule and Security Rule protect patient health information.
5. Explain how the Health Information Technology for Economic and Clinical Health (HITECH) Act and the Affordable Care Act (ACA) promote health information technology and explore new models of delivering health care.
6. Schedule appointments
7. Adhere to procedures concerning company and patient confidentiality
8. Prepare daily and monthly statements
9. Processing claims and collecting payments
10. Summarize the importance of prompt follow-up on insurance claims.
11. Summarize the importance of a financial policy in a medical office.
12. Identify the laws that regulate collections from patients

OUTLINE OF INSTRUCTION

- I. Computers in the Medical Office
 - A. The flow of information the medical office
 1. The task cycle
 - B. The role of computers in the medical office
 1. Introduction to medical office applications
 - C. The use of health information technology
 1. Electronic health records
 2. HIPAA, and the HITECH Act

- 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. Print lists and reports
 - D. Reports and collections
 - E. Putting it all together

REQUIRED TEXTBOOK AND MATERIALS:

Sanderson, Susan M. *Computers in the Medical Office*. 8th Edition. McGraw-Hill/Higher Education, 2013.

Flash drive

ICD-10-CM codes based ICD-10- CM 2012
CPT codes based on CPT 2012
(Online use for the above ICD-10-CM and CPT codes).

Stedman's Medical Dictionary (Optional)
Taber's Cyclopedic Medical Dictionary, FA Davis (Optional)

STATEMENT FOR STUDENT 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 (919) 536-7207, ext. 1413, or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209.