

## Course Syllabus

**Course Title:** Computers in the Medical Office

**Course Number:** MEDC 5490

**Course Description:** Obtain the computer skills needed to work in a medical office using state-of-the-art software and current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Practical, systematic approach based on real-world medical office activities.

**Hours:** 32

**Course Prerequisite(s):** Must have typing and basic computer skills as well as experience with windows

**Student Learning Outcomes:**

1. Utilize appropriate terminology and skills to use any patient billing software program with minimal additional training.
2. Gather patient information, schedule appointments and enter transactions.
3. Identify HIPAA standards for privacy, security, transactions and code sets.

**Textbook(s):** (Contact bookstore for current edition and cost)  
Computers in the Medical Office, by Susan Sanderson;  
Connect Access code required for in-person and online sections.

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Attendance Policy:** Students must be in attendance for at least 90% in order to pass competencies.

**Lesson Plan:**

- Session 1: Introductions, review syllabus, course outline, calendar  
Chapter 1: Introduction to Health Information Technology and Medical Billing
- Session 2: Chapter 2: Introduction to Medisoft  
Chapter 3: Scheduling
- Session 3: Chapter 4, Entering Patient Information  
Chapter 5: Working with Cases

- Session 4: Chapter 6, Entering charge transactions and patient payments
- Session 5: Chapter 7, Creating Claims  
Chapter 8, Posting payments and creating patient statements
- Session 6: Chapter 9, Creating reports  
Chapter 10, Collections in the medical office
- Session 7: Chapter 11, Appointments and Registration
- Session 8: Chapter 12, Cases, Transactions, and Claims
- Session 9: Chapter 13, Reports and Collections
- Session 10: Chapter 14, Putting it all Together
- Session 11: Final exam, course evaluations

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Method of Evaluation:** Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.