Course Title: Computers in the Medical Office

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.

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

Course Objectives:
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):
Computerized Medical Office Procedures by Larsen; Elsevier Publishing

Lesson Plan:
Session 1: Introductions, review syllabus, course outline, calendar
    Introduction to the Computerized Medical Office
    Homework – Read Chapter 1
Session 2: Review Chapter 1, Introduction to Medisoft
    Homework – Read Chapter 2
Session 3: Review Chapter 2, Basic Concepts of Coding and Insurance
    Chapter 5, Entering insurance, account and condition information
Session 4: Chapter 6, Entering charge transactions and patient payments
Session 5: Chapter 7, Creating Claims
    Chapter 8, Posting insurance payments and creating patient statements
Session 6: Chapter 9, Printing reports
    Chapter 10, Collections in the medical office
Session 7: Chapter 11, Scheduling appointments
Session 8: Part 3, Chapter 12, Applying your knowledge
Session 9: Chapter 13, Setting up appointments
Session 10: Chapter 14, Printing lists and reports
Session 11: Chapter 15, Putting it all together, Review for final exam
Session 12: Final exam, course evaluations