Course Title: Computers in the Medical Office

Course Number: XHLT 1041

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, (ConnectPlus Access Card) by Susan Sanderson; USB Flash Drive – any capacity

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.

Meeting Location: Courtyard Center

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.