COURSE: AOT 164  |  EFFECTIVE DATE: January 2013  |  NEXT REVIEW DATE: January 2014

TITLE: Medical Information  |  CREDITS: 3  |  CONTACTS: CLASS - LAB - TOTAL
        Processing  |  3 0 3

PREREQUISITES: AOT 105 with a grade of “C” or better.

DESCRIPTION: This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.


MATERIALS (specifying those to be purchased by student): Students must purchase: Textbook and USB 2.0 Flash Drive for saving assignments/files

COLLATERAL READING: NONE

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.): Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Please refer to the "Student Code Book" on "Academic Dishonesty".

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

Absences:

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission
Day students will be required to meet class for one hour and fifteen minutes two days a week for fifteen weeks. Students will be allowed to miss a maximum of six class meetings during the semester. Night students will be required to meet class one night a week for two hours and forty-five minutes for fifteen weeks. Students will be allowed to miss a maximum of three class meetings during the semester. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of “F”.

There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the maximum number of absences allowed.

Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Student ID:
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

DISABILITIES STATEMENT:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
Microcomputers
*Gregg Reference Manual, 8th Edition
*Medical Dictionary
**NOTE:** These items are not to be removed from the lab.

**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

**TENTATIVE COURSE TOPICS**

**WEEK 1**  OUTLINE AND HANDOUTS

Part 1 Introduction To Computers In The Medical Office
- Chapter 1 The Medical Billing Cycle
- Chapter 2 The Use of Health Information Technology in Physician Practices

Part 2 Medisoft Advanced Training
- Chapter 3 Introduction to Medisoft
- Chapter 4 Entering Patient Information

**COURSE OUTLINE (Continued)**

- Chapter 5 Working with Cases
- Chapter 6 Entering Charge Transactions and Patient Statements
- Chapter 7 Creating Claims
- Chapter 8 Posting Insurance Payments and Creating Patient Statements
- Chapter 9 Creating Reports
- Chapter 10 Collections in the Medical Office
- Chapter 11 Scheduling

Part 3 Applying Your Skills

- Chapter 12 Handling Patient Records and Transactions
- Chapter 13 Setting Up Appointments
- Chapter 14 Printing Lists and Reports
- Chapter 15 Putting It all Together

Part 4 Source Documents
- Glossary
- Index

Students should do all the practice exercises in each chapter. Students will be graded on the Own Your Own Exercises listed for each chapter. There will also be six objective tests.

**COURSE OUTCOMES:**

Upon completing this course, the student should be able to:

1. Describe the billing and reimbursement cycle in a medical
office.
2. Discuss the type of information collected from patients.
3. Start and exit Medisoft.
4. Set up a fictional practice.
5. Add providers to your practice.
7. Search for an existing patient.
8. Edit an existing patient.
9. Gain an understanding of the different health insurance providers.
10. Understand the requirements for Medicare and Medicaid recipients.
11. Understand how TRICARE is managed.
12. Describe the difference between CPT coding and ICD-9 coding.
13. Understand how to use evaluation and management codes.
14. Correctly set up and delete insurance companies in Medisoft.
15. Correctly set up, change, and delete diagnosis and procedure codes in Medisoft.
16. Describe the different types of scheduling methods used in a medical office.
17. Describe the different types of appointments used in a medical office.
18. List the items needed to prepare for a patient’s visit to the medical office.
19. Explain the scheduling matrix in a medical office.
20. Create a resource.
21. Enter an appointment.
22. Search for an appointment.
23. Edit appointment information.
24. Create repeating appointments.
25. Reschedule appointments.
27. Print schedules and superbills.
28. Understand basic accounting principles.
29. Apply changes to a patient in Medisoft.
30. Apply payments from patients and insurance companies into Medisoft.
31. Apply a batch payment from an insurance company.
32. Print insurance claims.
33. Print patient statements.
34. Print the following reports in Medisoft: Day sheet, Practice analysis, Patient ledger, Patient aging, insurance aging, Patient list reports, and Edit and print custom reports.
35. Describe the electronic health record.
36. Explain how the Internet and e-health have changed the practice of medicine.
37. Define how telemedicine can help underserved populations.
38. List some of the complications in implementing a telemedicine system.

**INSTRUCTIONAL METHODS TO COMPLETE COURSE OUTCOMES:**

Students will complete the assigned reading for each chapter. Upon completing the reading for each chapter, students will complete the chapter exercises and Chapter Review questions. All chapter exercises are to be checked for completion by the instructor. All Applying Your Skills exercises are to be completed and printed for grading. Chapter exercises in chapters 12-15 are to be printed for grading. Applying Your Skills exercises will count as 30% of the final grade for the semester. Exercises in Chapters 12-15 will count as 40% of the final grade for the semester. The eleven objective tests will count as 30% of the final grade for the semester.

*All students should do their own work without any assistance from another student. Students may work on their assignments at home.*

**EVALUATIVE METHODS TO APPRAISE COURSE OUTCOMES:**

Two points will be deducted for each error made on all forms completed in the Applying Your Skills exercises and Chapters 12-15 exercises. Tests will be graded based on the number of questions on each test.

The following scale will be used to compute your final grade on jobs and tests for the semester.

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Applying Your Skills Exercises</td>
<td>30%</td>
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<tr>
<td>Chapters 12-15 Exercises</td>
<td>40%</td>
</tr>
<tr>
<td>Eleven objective tests</td>
<td>30%</td>
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**GRADING SCALE:**

- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 70 - 76 = D
- Below 70 = F
CLASS ASSIGNMENTS

Print all the Applying Your Skills exercises and all exercises in Chapters 12-15 for grading

WEEK 1  OUTLINE AND HANDOUTS
CHAPTER 1

WEEK 2  OBJECTIVE TEST 1
CHAPTER 2

WEEK 3  OBJECTIVE TEST 2
CHAPTER 3
CHAPTER EXERCISES 3-1, 3-2, 3-3, 3-4, 3-5 AND 3-6

WEEK 4  OBJECTIVE TEST 3
CHAPTER 4
CHAPTER EXERCISES 4-1, 4-2, 4-3, 4-4, 4-5 AND 4-6
APPLYING YOUR SKILLS EXERCISE 1

WEEK 5  OBJECTIVE TEST 4
CHAPTER 5
CHAPTER EXERCISES 5-1, 5-2, 5-3, 5-4, 5-5 AND 5-6
APPLYING YOUR SKILLS EXERCISE 2

WEEK 6  OBJECTIVE TEST 5
CHAPTER 6
CHAPTER EXERCISES 6-1, 6-2, 6-3, 6-4, 6-5, 6-6 AND 6-7
APPLYING YOUR SKILLS EXERCISE 3

WEEK 7  OBJECTIVE TEST 6
CHAPTER 7
CHAPTER EXERCISES 7-1, 7-2, 7-3 AND 7-4
APPLYING YOUR SKILLS EXERCISE 4

WEEK 8  OBJECTIVE TEST 7
CHAPTER 8
CHAPTER EXERCISES 8-1, 8-2, 8-3, 8-4, 8-5, 8-6, 8-7, 8-8, 8-9 AND 8-10
APPLYING YOUR SKILLS EXERCISES 5 AND 6

WEEK 9  OBJECTIVE TEST 8
CHAPTER 9
CHAPTER EXERCISES 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, AND 9-8
APPLYING YOUR SKILLS EXERCISES 7 AND 8

WEEK 10
OBJECTIVE TEST 9
CHAPTER 10
CHAPTER EXERCISES 10-1, 10-2, 10-3, 10-4, 10-5 AND 10-6
APPLYING YOUR SKILLS EXERCISES 9, 10, AND 11

WEEK 11
OBJECTIVE TEST 10
CHAPTER 11
CHAPTER EXERCISES 11-1, 11-2, 11-3, 11-4, 11-5, 11-6, 11-7, 11-8, 11-9, 11-10, 11-11, 11-12 AND 11-13
APPLYING YOUR SKILLS EXERCISES 12, 13, AND 14

WEEK 12
OBJECTIVE TEST 11
CHAPTER 12
CHAPTER EXERCISES 12-1, 12-2, 12-3, 12-4 AND 12-5

WEEK 13
CHAPTER 13
CHAPTER EXERCISES 13-1, 13-2, 13-3, 13-4, 13-5 AND 13-6

WEEK 14
CHAPTER 14
CHAPTER EXERCISES 14-1, 14-2, 14-3, 14-4, 14-5, 14-6, 14-7 AND 14-8

WEEK 15
CHAPTER 15

EXAM DAY  Complete any required exercises