



CLASS NUMBER AND NAME: **MD302B MEDISOFT I**

TOTAL HOURS/UNITS: 25 HOURS—1.0 UNITS

PREREQUISITES: MD302A, CM127 **OR** 40 NWPM AND COMPUTER KNOWLEDGE.

TEXTS AND MATERIALS: Computers In The Medical Office Seventh Edition
Sanderson 2011
ISBN 978-0-07-337460-4
MHID 0-07-337460-1
Thumb drive

CLASS DESCRIPTION: This course is designed to develop the student's skill in handling computerized patient billing and record keeping procedures including simulations of daily reports and end of the month summaries in a logical, realistic manner. The simulations will enable students to input data, manipulate the data, and output the information in a usable form. The students will learn to record data to computerized patient files, operate a computerized patient billing and record keeping system. HIPAA Privacy Rule and the major types of health plans. HIPAA Security Rule and HIPAA Transaction and Code Set Rule as they relate to insurance claims.

CLASS OBJECTIVES: To accurately identify all the major procedures involved in the patient billing and record keeping system.

To accurately update patient records and produce output such as patient statements, insurance forms, and an age analysis of the patient accounts.

To accurately operate a computer system using actual medical office software.

To familiarize the students to the HIPAA Privacy Rules.

CLASS FORMAT OVERVIEW: The class is conducted in a computer lab with each student having the opportunity to use an operating procedure of the billing and record keeping system. The practical work is set up as an imaginary job with the student working for a group practice. The student performs daily and end-of-week tasks for a medical office. Using realistic source

documents as input the students records data and works with information in the patient files.

METHODS OF INSTRUCTION:

The student uses the workbook and completes exercises and work simulations. Each simulation is discussed thoroughly and the instructor corrects computer input as the student progresses.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

TESTING:

Periodic quizzes are given to review work. A final is given at the end of the course using information learned in this program.

The student must satisfactorily complete all exercises, and work simulations within the allowed time limits of the class in order to pass the course.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B”)

GRADING POLICIES:

Upon completion of this program, a letter grade will be given. A student may take a pass/fail grade if this is an optional class for their program.

Tests on cumulative points

90 – 100%	A
80 – 89%	B
70-79%	C
BELOW 70%	Fail

The final grade is based on the completion of this program, its accuracy and the students ability to perform the computer exercises and finish the final test on their own within the time allotted.

IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

**ANTICIPATED LEARNING
OUTCOMES:**

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

1. Add, delete, and change computerized information.
2. Update patient account files, procedures and payments.
3. Accurately fill out charge slips.
4. Print insurance forms, list all the patients correctly, A/R, for a doctor practice to 100% accuracy within an allotted amount of time as designated by the instructor.