

Medical Office Software

TEMC1070

Course Description

The Medical Office Software course is designed to provide the student with hands-on experience using practice management software comparable to the software used in medical offices today and basic knowledge of electronic health records (EHR).

Semester(s): All

Course Student Learning Outcomes

- Identify the purpose for using a medical practice management system, and how legislation affects health information technology and medical practice management programs.
- Demonstrate how to use the administrative functions of a medical practice management software program.
- Demonstrate how to use the financial functions of a medical practice management software program.
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Transfer/Certification/Licensure/Employment Information

The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

Communication Plan

Example language:

- We will respond to email within 24 - 48 hours. We will offer feedback on major assignments within 24 - 48 hours
- The best way to contact an instructor is via school email.
- In this course we will be posting interactive announcements which will offer specific opportunities for class questions and extra credit every other week.
- Additionally, we will be participating in the discussion forums with you to share our perspective within the discipline and to offer some nuances of interpretation that may not be present in your textbook.

Keys for Success (how to succeed in the course)

Time Management

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block “study times,” others will have to break it down further.

Discipline Yourself

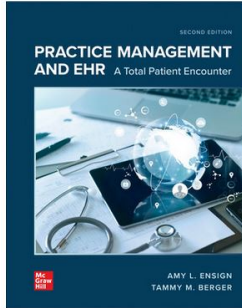
Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

Ask for Help

If you are not keeping up in class, please reach out to your instructors - come to the classroom or the Zoom to talk with your instructor(s).

If you cannot come to class, please notify your instructors.

Required Text or Materials



Title: Practice Management and EHR

Subtitle: A Total Patient Encounter

ISBN: 9780077862077

Authors: Amy Ensign, Tammy Berger and Susan Sanderson

Publisher: McGraw Hill Connect

Edition: 2nd Edition

For more information on textbook accessibility, contact Accessibility & Disability Services at [REDACTED]

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
12/23	Chapter 1 Exam	Assignment	100
12/23	Chapter 1 Review	Assignment	100
12/23	Chapter 1: Patient Care and Reimbursement in the Medical Office	Assignment	0
12/23	Chapter 10 Exam	Assignment	100
12/23	Chapter 10 Review	Assignment	100
12/23	Chapter 10: Office Visit: Clinical Check-out Procedures	Assignment	0
12/23	Chapter 11 Exam	Assignment	100
12/23	Chapter 11 Practice Assignment	Assignment	100
12/23	Chapter 11 Review	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
12/23	Chapter 11: Office Visit: Billing Check-out Procedures	Assignment	0
12/23	Chapter 12 Exam	Assignment	100
12/23	Chapter 12 Practice Assignment	Assignment	100
12/23	Chapter 12 Review	Assignment	100
12/23	Chapter 12: Third-Party Payers	Assignment	0
12/23	Chapter 13 Exam	Assignment	100
12/23	Chapter 13 Practice Assignment	Assignment	100
12/23	Chapter 13 Review	Assignment	100
12/23	Chapter 13: Claim Management	Assignment	0
12/23	Chapter 14 Exam	Assignment	100
12/23	Chapter 14 Practice Assignment	Assignment	100
12/23	Chapter 14 Review	Assignment	100
12/23	Chapter 14: Posting Payments and Creating Statements	Assignment	0
12/23	Chapter 15 Exam	Assignment	100
12/23	Chapter 15 Practice Assignment	Assignment	100
12/23	Chapter 15 Review	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
12/23	Chapter 15: Accounts Receivable Follow Up and Collections	Assignment	0
12/23	Chapter 16 Exam	Assignment	100
12/23	Chapter 16 Practice Assignment	Assignment	100
12/23	Chapter 16 Review	Assignment	100
12/23	Chapter 16: Reports	Assignment	0
12/23	Chapter 17 Exam	Assignment	100
12/23	Chapter 17 Review	Assignment	100
12/23	Chapter 17: Messaging and Administrative Tasks	Assignment	0
12/23	Chapter 18 Exam	Assignment	100
12/23	Chapter 18 Practice Assignment	Assignment	100
12/23	Chapter 18 Review	Assignment	100
12/23	Chapter 18: Health Information Management Tasks	Assignment	0
12/23	Chapter 19 Practice Assignment	Assignment	100
12/23	Chapter 19: Putting It All Together	Assignment	0
12/23	Chapter 2 Exam	Assignment	100
12/23	Chapter 2 Practice Assignment	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
12/23	Chapter 2 Review	Assignment	100
12/23	Chapter 2: Understanding Electronic Health Records	Assignment	0
12/23	Chapter 3 Exam	Assignment	100
12/23	Chapter 3 Review	Assignment	100
12/23	Chapter 3: Privacy and Security of Health Records	Assignment	0
12/23	Chapter 4 Exam	Assignment	100
12/23	Chapter 4 Practice Assignments	Assignment	100
12/23	Chapter 4 Review	Assignment	100
12/23	Chapter 4: Scheduling	Assignment	0
12/23	Chapter 5 Exam	Assignment	100
12/23	Chapter 5 Practice Assingment	Assignment	100
12/23	Chapter 5 Review	Assignment	100
12/23	Chapter 5: Check-in Procedures	Assignment	0
12/23	Chapter 6 Exam	Assignment	100
12/23	Chapter 6 Practice Assignment	Assignment	100
12/23	Chapter 6 Review	Assignment	100

Due Date	Assignment Name	Assignment Type	Points
12/23	Chapter 6: Office Visit: Patient Intake	Assignment	0
12/23	Chapter 7 Exam	Assignment	100
12/23	Chapter 7 Practice Assignment	Assignment	100
12/23	Chapter 7 Review	Assignment	100
12/23	Chapter 7: Office Visit: The Progress Note	Assignment	0
12/23	Chapter 8 Exam	Assignment	100
12/23	Chapter 8 Practice Assignment	Assignment	100
12/23	Chapter 8 Review	Assignment	100
12/23	Chapter 8: Office Visit: Electronic Orders	Assignment	0
12/23	Chapter 9 Exam	Assignment	100
12/23	Chapter 9 Practice Assignment	Assignment	100
12/23	Chapter 9 Review	Assignment	100
12/23	Chapter 9: Office Visit: Coding	Assignment	0

Brief Description of Assignments/Exams

Please check your **Pace Plan - Due Dates** in your "Grades" for assignments and Exams.

Grading Scale

Percentage Letter Grade

93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

Passing for this class is 70% or higher.

Students enrolled in this course can achieve a passing grade by completing the following:

1. All assignments within the course
2. The chapter exams with a score of 70% or higher

Students must earn a complete in each assignment type to pass the course.

[How to Navigate to Canvas](#)

[Institutional Policies](#)

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements.

By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)