

Medical Office Software

TEMC - 1070 301

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.
-

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.

Engagement Plan

- The instructor will respond to emails within 24 to 48 hours, excluding weekends, holidays, or school closure days.
- The preferred method of contact is via your school email.
- Feedback on assignments will be provided within 24 to 48 hours, excluding weekends, holidays, or school closure days.
- The instructor will also participate in discussions with you in the classroom or via Zoom to address any questions or concerns related to the course.

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

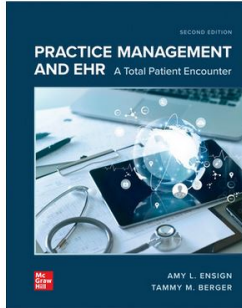
If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

Communicate with Instructors

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

Required Text or Materials

Title: Practice Management and EHR with Connect access



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 ads@slcc.edu.

Brief Description of Assignments/Exams

Please see your Pace Plan under the "Grades" page for your due date of assignments and Exams.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Chapter 15: Accounts Receivable Follow-Up and Collections	Assignment	0
	Greetings, I am your instructor.	Discussion	0
	Greetings, I am your instructor.	Discussion	0
	Info Quiz	Quiz	7
	Introduce Yourself	Discussion	0
12/23/25	Chapter 19 Practice Assingment	Assignment	100

Grading Scale

The course will be graded based on a point system.

To pass the course, all assignments and chapter exams must be completed with a minimum score of 70%.

Grade Scale

Percentage	Grade
100 - 90	A
89 - 80	B
79 or below	E

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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: [SLCC Student Academic Calendar](#)