Course Syllabus

Department : Office Systems Technology

Course Title : Medical Software Applications
Section Name : POFM 1202
Start Date : 8/27/12
End Date : 12/12/12
Modality : FACE-TO-FACE
Credits : 2.0

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426

Office hours for Fall 2012

Monday and Wednesday 8 am to 9 am
                                           10 am to 12 pm

Tuesday and Thursday 9:30 am to 11:30 am

Friday by appointment

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Medical software applications for the management and operation of health care information systems.

This course (Medical Software Applications / POFM 1202/ FA/12) has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Business Professions program, you will be expected to

develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor

Prerequisites/Corequisites

None.

ICO

(ICOs 1, 2, 3)

Course Objectives

Create documents following directions in manuals.
Demonstrate use of correct language skill, grammar, and punctuation.
Proofread documents.
Boot patient billing software program.
Enter and use patient information.
Post entries to patient accounts and print day sheets.
Access and use patient account information.
Bill insurance companies.
Use data base.
Analyze the practice and update patient entries.
Read patient records and code for billing.
Interpret written information on patient charts
Perform basic calculations.
Use efficient learning techniques to acquire and apply new knowledge.
Apply rule or principle of recordkeeping and billing in problem solving.
Provide oral response to questions and oral reports.
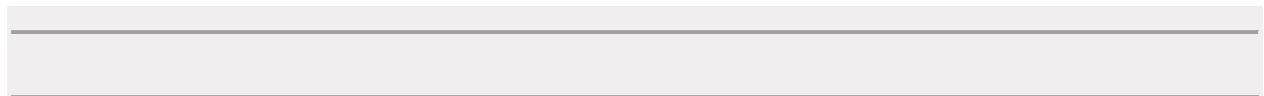
Required Readings/Materials

Instructor will provide reading material for this class.

Course Requirements (Lectures, Assignments and Assessments)

Week 1, 2 and 3	Discussion of Medical Manager Flow of information in the medical office, role of computers in today's society, managed care, insurance payments, navigating the Medical Manager, starting up the Medical Manager program, introduction of the main features, keys, shortcuts, maintenance menus, referring doctor's information, support files, daily backups new patient entry, and guarantor information.	
Disk check 1	**September 12**	
Test 1	**September 19**	
Week 4, 5, 6, 7	New patient entries, procedures codes, procedure entry, retrieving accounts, posting accounts, posting ailment details, printing daily reports	
Disk Check 2	**October 10**	
Test 2	**October 15**	
Week 8, 9, 10	Modifying patient accounts, editing patient records, modifying support file entries, making appointments, hospital rounds and reports, finding procedure codes for hospital visits, billing routines, worksheets, posting payments and adjustments	
Test 3 November 14		
Week 11, 12, 13	Overview of Medical Manager, making appointments, break entry, repeating appointments, recall lists, entering and editing patient information, printing case information, transaction entry	
Week 14, 15	Transaction charges ,payments and adjustments, primary claim summaries, quick ledgers and balances, submitting electronic claims, printing reports	
Week 16	Review for final	
Comprehensive final	**December 10**	

Disk Check 1	50	September	12
Test 1	100		19
Disk Check 2	50	October	10
Test 2	100		15
Test 3	100	November	14
Homework	50		
Daily Work	100		
Final	200	December	10

Distribution:
675-750= A
600-674 = B
525-599 = C
450-524 = D
449 and below= F

Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to check your grades weekly to make sure that assignment grades were posted correctly.

Scholastic Dishonesty (directly from the Student Handbook)

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

1. Copying from another student's test paper
2. Using test materials not authorized by the person administering the test
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
4. Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test
5. The unauthorized transporting or removal, in whole or in part, the contents of the unadministered test
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test
7. Bribing another person to obtain an unadministered test or information about an unadministered test

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY:Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **five (5)** absences will jeopardize your grade. Your final grade average will drop one point for every absence over five.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail,](#) by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Technical Support

For Blackboard username and password help and for help accessing your online course availability abd student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
   - provided my contact information at the beginning of the syllabus;
   - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
   - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
   - return classroom activities and homework within one week of the due date and
   - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
   - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
   - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
   - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
   - missing class when a major test is planned or a major assignment is due;
   - having trouble submitting assignments;
   - dealing with a traumatic personal event; and,
   - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
   - seek out help from my instructor and/or from tutors;
   - ask questions if I don't understand; and,
   - attend class regularly to keep up with assignments and announcements.

Disclaimer

*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.