

Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department : Office Systems Technology
Course Title : Medical Software Applications
Section Name : POFM 1202
Start Date : 08/8/22/11
End Date : 12/8/11
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 2011

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

Tuesday and Thursday 9:30 am to 12 pm

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.

Prerequisites/Corequisites

None.

Scans

1, 2, 3, 4, 5, 6, 8, 9, 11

Course Objectives

- Create documents following directions in manuals. (4)
- Demonstrate use of correct language skill, grammar, and punctuation. (2)
- Proofread documents. (2)
- Boot patient billing software program. (8)
- Enter and use patient information. (8)
- Post entries to patient accounts and print day sheets. (6)
- Access and use patient account information. (8)
- Bill insurance companies. (6)
- Use data base. (8)
- Analyze the practice and update patient entries. (9)
- Read patient records and code for billing. (1)
- Interpret written information on patient charts. (1)
- Perform basic calculations. (3)
- Use efficient learning techniques to acquire and apply new knowledge. (9)
- Apply rule or principle of recordkeeping and billing in problem solving. (9)
- Provide oral response to questions and oral reports. (11)

Required Readings/Materials

Disk Check 1	50	September	13
Test 1	100		15
Disk Check 2	50	October	6
Test 2	100		13
Test 3	100	November	17
Homework	50		
Daily Work	100		
Final	200	December	6

Distribution:

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

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.

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

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), 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.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and 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](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**