

Minnesota State College Southeast

MEDS 1212: Medical Office Procedures

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the integration of medical office tasks. It will cover rules and procedures of filing to include inspecting, indexing, coding, sorting, storing, and retrieving documents in alphabetic, numeric, and subject systems. Applications include manual storage and retrieval. This medical office simulation presents tasks as if the students were actually employed. Jobs include maintaining patient files, transcribing medical dictation consisting of a variety of medical reports, using diagnostic and procedural codes, preparing health insurance claim forms, preparing monthly bills, and processing phone messages. (Prerequisite: MEDS1210 or concurrent, MEDS1214 or MEDS1215 or MEDS1216 or concurrent.) (4 credits: 4 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 04/28/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Filing
2. Maintaining patient records
3. Preparing insurance claim forms and billing activities
4. Transcribing medical reports
5. Managing phone messages utilizing effective communication skills

D. LEARNING OUTCOMES (General)

1. Identify and arrange correspondence in an alphabetic filing system
2. Identify and arrange correspondence in a subject filing system
3. Identify and arrange correspondence in a numeric filing system
4. Prepare and maintain patient files
5. Schedule patient appointments demonstrating effective communication skills
6. Utilize diagnostic and procedural code numbers
7. Prepare health insurance claim forms
8. Manage telephone messages
9. Prepare monthly ledger sheets, bank deposit slips, end-of day routine
10. Utilize reference resources for guidance in transcribing reports and letters
11. Utilize grammar, spelling rules, proofreaders' marks for editing
12. Compute office payroll including FICA and other deductions
13. Draft letters based on information assembled from two or more sources
14. Prepare laboratory requisitions, purchase orders, universal precautions summary
15. Utilize critical thinking skills to manage the office, prioritize workload, and sustain appropriate interpersonal skills

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted