Anoka Technical College

ADSC 1283: Medical Office Procedures

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces the concepts and skills needed for a successful career as a medical administrative professional and explores the use of a medical practice management software (scheduling, billing, and insurance) and electronic health records software, including entering front office, clinical care, and coding information. Other topic include various claim forms, financial policies and collections, the Health Insurance Portability and Accountability Act (HIPAA), office professionalism, and customer service skills.
(Prerequisites: None)(4 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/31/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Medical environment professionalism
2. Electronic health record and practice management software
3. Bookkeeping, financial policies, and collections
4. Office maintenance and inventory control

D. LEARNING OUTCOMES (General)

1. Employ the procedures involved in creating and maintaining accurate medical documentation with regards to patient records, procedural and diagnostic coding, insurance claim forms, and other healthcare documentation using electronic health records and practice management software.
2. Identify the impact that the HIPAA regulations have in the medical environment and recognize violations.
3. Enter data into the electronic health care system including front office, clinical care, coding, and billing information.
4. Describe how to order, store, and maintain inventory for administrative and clinical supplies.
5. Apply appropriate office procedures as related to records information management, telephone communications, and mail management.
6. Exhibit effective interpersonal skills in a business and medical environment in order to complete individual and team projects.
7. Role-play critical thinking for appropriate behavior and decision-making in a medical environment.
8. Demonstrate professionalism in all course e-mail, discussion board, and classroom communications.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted