

# Minnesota State College Southeast

## MEDS 1217: Advanced 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 is designed to give the student the necessary skills required to effectively and efficiently maintain the medical office. Students will be introduced to medical office coding as well as basic information for health insurance. (Prerequisite: MEDS1212 or concurrent) (4 credits: 4 lecture/0 lab)

**B. COURSE EFFECTIVE DATES:** 11/17/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. The focus of this course will be on learning basic electronic administrative skills that can be useful in other applications/scenarios

### D. LEARNING OUTCOMES (General)

1. Describe the Information cycle that takes place in a medical office
2. Differentiate between the different kinds of appointments that are scheduled in a medical office and different types of scheduling methods used in a medical office
3. Know how to create patient notes
4. Know the most commonly used medical terms
5. Understand the basic principles of accounting in a medical office
6. Understand the differences between CPT codes and ICD-9/ICD-10 codes
7. Understand the different health insurances
8. Verbalize understanding of an electronic medical record
9. Verbalize understanding of requirements for patients with Medicare and Medicaid

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted