



BT 2610

Division: Business and Technology

Department: Business Technology

Course: BT 2610

Title: Medical Office Procedures

Catalog Description:

This course is designed to prepare students to work in a medical office. Students will learn procedures, techniques, terminology, patient records, insurance procedures and coding, medical transcription, and the role and function of a medical secretary. Emphasis will be placed on medical transcription and learning MediSoft patient accounting software or equivalent.

Taught Odd Years

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: good English skills, BT 1420, BT 2350, BT 2490; BMGT 1320; HESC 1050

Justification:

Students who desire to pursue a career in a medical office setting must know the proper terminology, procedures, and coding in order to be successful. This course is designed for Business Technology majors working toward an Associate of Applied Science Administrative Medical Assistant degree; however, this class may be taken by any student with the prerequisites who has a desire to learn about medical office procedures. This course is required for the A.A.S. Administrative Medical Assistant degree. The addition of this course into the Business Technology curriculum was advised and is supported by the Business Technology Advisory Committee members. Similar courses are offered at other Utah System of Higher Education institutions, such as Utah Valley State College.

Student Learning Outcomes:

Upon successful completion of this course, students will:

- Apply knowledge of computer skills and word processing features to efficiently format and produce medical documents.
- Operate a transcription machine efficiently.
- Key mailable documents directly from dictation tapes.
- Understand and use medical terminology.
- Establish and maintain patient records.

- Understand the legalities associated with the release and documentation of information relating to patient privacy.
- Understand and implement insurance coding procedures.
- Understand and implement billing procedures.
- Follow day-to-day operating procedures of a medical office through a simulated office setting.

Content:

Course objectives will be accomplished by covering:

- an overview of a career in the medical profession (opportunities, qualifications, law, and ethics).
- administrative responsibilities (telephone, appointments, records management, and written communication).
- patient records (preparation and billing).
- financial responsibilities (health insurance and financial records).
- professional activities (office management, reports, meetings, and travel arrangements).
- preparing to secure a position as a medical secretary;
- guest speaker(s) and/or medical office visits.

Students will participate in supervised and independent lab activities which will consist of integrated projects so that students can practice the procedures studied through the text. Projects are designed to illustrate the complexity of the medical assistant's responsibilities. In addition, students will complete several simulations which correlate with the projects.

General Education Outcomes:

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media. Information will be retrieved through voice dictation. Students will evaluate and make grammar corrections based on English and medical terminology skills which are reviewed in class. Students will then deliver the transcribed information in print and/or electronically via electronic drop box or e-mail.

Applied Education Outcomes:

- 1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study. Students will learn basic medical terminology, concepts and medical accounting software for use in the medical business environment.

Key Performance Indicators:

Students will be graded on class assignments, medical simulations and summary reports from guest speakers and/or medical office visits: 80%

Exams will evaluate the understanding of theory and terminology used in a medical office setting: 20%

Percentages are approximate.

Representative Text and/or Supplies:

Becklin and Sunnarborg, *Medical Office Procedures*, current edition or equivalent, Glencoe McGraw-Hill.

Optimum Class Size: 12

Maximum Class Size: 19

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)