



CLASS NUMBER AND NAME:

MDN304A MEDICAL MANAGER I

TOTAL HOURS/UNITS:

24 HOURS—1.0 UNITS

PREREQUISITES:

None

TEXTS AND MATERIALS:

The Medical Manager Student Edition for Window, Version 10.31 Gartee, Richard; Thompson Delmar Learning; 2009 (ISBN 9781428336117)
Thumb Drive

CLASS DESCRIPTION:

This course is designed to develop the student's skill in handling computerized medical account management using the Medical Manager program. By simulating actual medical office procedures, the student will be given hands-on experience with tasks such as entering and updating patient account information, appointment scheduling, procedure and diagnostic code posting, payment posting, and generating daily reports.

CLASS OBJECTIVES:

To accurately identify all the major procedures involved in the patient billing and record keeping system.

To accurately update patient records and produce output such as patient statements, insurance forms, and an age analysis of the patient accounts.

To accurately schedule appointments for physicians and patients.

To accurately operate a computer system using actual medical office software.

CLASS FORMAT OVERVIEW:

The class is conducted in a computer lab with each student having the opportunity to use an operating procedure of the billing and record keeping system. The practical work is set up as an imaginary job with the student working for a group practice. The student performs daily and end-of-week tasks for a medical office. Using realistic source documents as input the students records data and works with information in the patient files

METHODS OF INSTRUCTION: The student uses the workbook and completes exercises and work simulations. Each simulation is discussed thoroughly and the instructor corrects computer input as the student progresses.

CLASS ATTENDANCE: It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

TESTING: Periodic quizzes are given to review work. A final is given at the end of the course using the information learned in this program.

The student must satisfactorily complete all exercises, and work simulations within the allowed time limits of the class in order to pass the course.

LATE TESTING: **A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B”) Late homework will receive 1% off the final grade per class period that it is late.

GRADING POLICIES: Upon completion of this program, a letter grade will be given. A student may take a pass/fail grade if this is an optional class for their program.

Tests on cumulative points

90 – 100% A

80 – 89% B

70 – 79% C

BELOW 70% Fail

The final grade is based on the completion of this program, its accuracy and the students ability to perform the computer exercises and finish the final test on their own within the time allotted.

- Essay Questions 40%
- Computer Exercises 40%
- Final 20%

IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will be able to:

1. Add, delete, and change computerized information.
2. Update patient account files, procedures, and payments.
3. Accurately fill out charge slips.
4. Print insurance forms, lists all the patients correctly, A/R, for a doctor practice to 100% accuracy within an allotted amount of time as designated by the instructor.

MDN304A – MEDICAL MANAGER I

WEEK				
1	Read Intro and Chapter 1 Page 1-44 HW: 1 hour	Start computer Do Questions on Chapter 1 pages45-48 HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour
2	Read Chapter 2 Pages 49-121 HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer Questions Chapter 2 Pages 122-123 HW: 1 hour
3	Read Chapter 3 Pages 125-179 HW:1 hour	Work on the computer HW:1 hour	Work on the computer HW:1 hour	Work on the computer Questions Chapter 3 Page 179-180 HW:1 hour
4	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour
5	Read Chapter 4 Pages 181-205 HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour	Do questions Chapter 4 Pages 206-209 HW: 1 hour
6	Read Chapter 5 Pages 211-245 HW: 1 hour	Work on the computer HW: 1 hour	Work on the computer HW: 1 hour	Do Questions Chapter 5 Pages 246-247

HW: Indicate the amount of homework hours

This is an approximate schedule and is subject to change at the instructor's discretion.