

CLASS NUMBER AND NAME:	<b>MDN302B MEDISOFT II</b>
TOTAL HOURS/UNITS:	24 HOURS—1.0 UNITS
PREREQUISITES:	MDN302A MEDISOFT I.
TEXTS AND MATERIALS:	<u>Computers In The Medical Office Ninth Edition</u> Sanderson 2016 (ISBN 9780077836382) Thumb Drive
CLASS DESCRIPTION:	This class continues to build on the knowledge gained in MDN302A. The student continues to practice simulations using more advanced functions. Appointment scheduling, canceling appointments, posting payments and adjustments are taught and practiced. Students are introduced to electronic medical records and electronic data interchange.
CLASS OBJECTIVES:	<p>To accurately identify all the major procedures involved in the patient billing and record keeping system.</p> <p>To accurately update patient records and produce output such as patient statements, insurance forms, and an age analysis of the patient accounts.</p> <p>To accurately schedule appointments and operate a computer system using actual medical office software.</p>
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, appointment scheduling, and record keeping system. The practical work is set up as an imaginary job with the student continuing to work for a group practice.
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 <u>when class begins</u> . Should the student come in later than <u>five minutes after class begins</u> , 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 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.

**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. Schedule patient appointments using a computer.
5. Print insurance forms, list all the patients correctly, A/R, for a doctor practice to 100% accuracy within an allotted amount of time as designated by the instructor.

## MDN302B MEDISOFT II

WEEK				
1	Read chapter 9 Pages 326-363 Do Questions Pg 369-370 Worksheet Pg 365 HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour	Read Chapter 10 Pages 371-401 Do Questions Pg 407-408 Worksheet Pg 402 HW:1hour
2	Work on the computer  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour
3	Chapter 11 Simulation Pg 410-415 No chapter questions 11-14 HW:1hour	Work on the computer  HW:1hour	Chapter 12 Pages 416- 422  HW:1hour	Work on the computer  HW:1hour
4	Chapter 13 Pages 423-426  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour
5	Chapter 14 Pages 427-433  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour	Work on the computer  HW:1hour
6	Work on the Computer HW:1hour	Work on the computer HW:1hour	Work on the computer HW:1hour	Turn in all work Chapter 9-14 if you haven't already.

**HW:Indicates the amount of homework for each assignment  
This is an approximate schedule and is subject to change at the instructor's  
discretion**