



CLASS NUMBER AND NAME: **MDN308B Application of the Paperless Medical Office**

TOTAL HOURS/UNITS: 24 HOURS—1.0 UNITS

PREREQUISITES: MDN308A Introduction to the Paperless Medical Office I

TEXTS AND MATERIALS: The Paperless Medical Office Using Harris Care Tracker, Ferrari and Heller (ISBN: 9781133278955)

CLASS DESCRIPTION: To provide the student with additional practice using the components of electronic health records. Students learn the principles computerized billing by posting charges and payments, health care data collection, storage, retrieval, security arrangement, presentation, and verification. Tracking insurance payments, scheduling, and journaling, is done using mock scenarios. Students use the Harris Care Tracker, real practice management EHR software to simulate various activities in the medical office to gain proficiency.

CLASS OBJECTIVES: To provide the student with a detailed knowledge of electronic health records.

To set up a doctor’s schedule within the EHR and scheduling appointments for patients.

To create progress notes and manage electronic mail in a medical practice.

To access patient records for various requests such as vaccine records, modifying patient data, and processing insurance payments.

CLASS FORMAT OVERVIEW: The class is conducted in a computer lab with each student having the opportunity to access the Harris Care Tracker software online and follow step by step simulations. 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 student records data and works with information in the patient files

**METHODS OF INSTRUCTION:** The student uses the text to complete 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:** 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:** The final grade for the class is calculated by a cumulative point system. Mandatory homework assignments must be completed. (Pass/fail).

90 – 100%    A

80 – 89%     B

70 – 79%     C

BELOW 70% Fail

**START HERE TOMORROW!**

**ANTICIPATED LEARNING OUTCOMES:** Upon completing this course, the student will be able to:

1. Explain HIPAA and provide examples of HIPAA compliance versus non-compliance.
2. Explain when and how to share patient’s personal health information in compliance with privacy policies.
3. Produce a privacy policy document for potential disbursement.
4. Explain how a patient can access and amend their personal health information.
5. Know how to enter patient information and access the database for various administrative needs.

## MDN308B – Application of the Paperless Medical Office

WEEK				
<b>1</b>	Read Chapter 6 Patient work-up Pages 263-311 Do Activities	Continue Reading	Continue Reading	Continue Reading
<b>2</b>	Continue Reading Do Check Your Knowledge Page 312-314 <b>Case Studies</b>	Read Chapter 7 Pages 315-392 Completing the visit Do Activities	Continue Reading	Continue working on Activities and reading
<b>3</b>	Continue working	Continue reading Do check your knowledge page 393-394 <b>Case Studies</b>	Read Chapter 8 pages 397-451 Other Clinical Documentation Do activities	Continue reading
<b>4</b>	Continue Reading	Continue working on the computer	Continue working. Complete Check Your Knowledge pages 452- 453 <b>Case Studies</b>	Read Chapter 9 Pages 455-524 Billing
<b>5</b>	Continue working on the computer	Continue reading Check your Knowledge page 525-526 <b>Case Studies</b>	Read Chapter 10 Pages 529-582 Claims Manager and Collections Do Activities	Continue working on the computer
<b>6</b>	Continue working Check Your Knowledge page 583-584 <b>Case Studies</b>	Chapter 11 Applied Learning for the Paperless Medical Office pages 587- 610 All Case Studies	Complete the Chapter 11 Case Studies	Turn in all your work

Homework includes familiarizing yourself with the Calendar and Syllabus, textbook reading assignments, and study guide homework plus reviewing skills videos at [www.empirestudent.com](http://www.empirestudent.com), as well as completing quiz reviews when appropriate to augment learning. Expect homework study time to vary but it will be at least two hours per week for every credit hour. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time