

## Department of Office Administration

POFM 1302- Medical Software Applications, Room 8329

**Assistant Professor, Adjunct-** Mrs. Melissa H. Edenburn, RHIA  
ACC email- [medenbur@austincc.edu](mailto:medenbur@austincc.edu)  
Office Hours- Saturdays only, instructor will be available for ½ hour before and after lecture or by appointment.

**Course Description-** Course explores the use of a medical practice management system (accounting, scheduling, billing) in a medical office setting.

**Course Requirements-** **Text-** *Computers in the Medical Office*, 6th ed., by Susan M. Sanderson, McGraw Hill Publishing, ISBN: 978-0-07-340199-7  
<http://catalogs.mhhe.com/mhhe/viewProductDetails.do?isbn=0073401994>

**Media-** USB flash drive, a minimum of 512 MB is recommended

**Other-** 1”- 1 ½” 3 ring notebook

### Course Objectives-

- Describe the billing cycle in a medical office
- List various types of health insurance providers
- Explain the difference between procedure and diagnosis coding
- Apply basic accounting principles
- Process insurance claims and explain the importance of clean claims
- Enter patient demographic and clinical data
- Know when to use an existing case or create a new case
- Enter charges and payments from patients
- Post deposits, payments, and adjustments from third party payers
- Create and print patient statements
- Create and analyze reports
- Appointment scheduling
- Understand or explain the various claim forms (CMS1500, HIPAA 837P)

**Date/Time-** Saturday 12:50 am-4:10pm

**Structure/Format-** Lecture, Class and Blackboard Discussion, Internet, Article Reviews, McGraw Hill “Online Learning Center”

### Final grades will be determined using the following categories-

Attendance and Class Participation-	10%
Assignments / OLC / Discussion Board-	20%
Chapter Specific Articles / Notebook-	20%
Unit Tests (Pop and Vocabulary Quizzes, etc.)	25%
Final Exam-	<u>25%</u>
Total-	100%

Grades will be posted on Blackboard using the following scale-

A- 90-100 B- 80-89 C- 70-79 D 60-69 F- 59 and below

## **Project Notebook-**

In order to enhance your understanding of changes in the medical field and how computers and software impact the medical industry, you will be required to review several articles that relate to specific chapters of the textbook. Your project should be typed and presented in a binder which will include the article as well as a minimum 2 page typed article review. The chapters and article review suggestions are listed on the class Blackboard site under the heading "Project Notebook". **The project notebook is not an optional assignment.**

**Homework Assignments-** All homework is due at the *beginning of class*. Late submissions will receive a minimum 10 point deduction. Homework turned in more than two weeks past its original due date will not be accepted.

**Please leave cell phones turned off during class.**

### **Useful Websites-**

Student version-

[http://highered.mcgraw-ill.com/sites/0073108030/information\\_center\\_view0/](http://highered.mcgraw-ill.com/sites/0073108030/information_center_view0/)

Medisoft website <http://www.medisoft.com>

### **Attendance Policy-**

Attendance will be taken at the beginning of each class. If you are late, you are responsible for letting the professor know at the break. The Austin Community College student handbook states:

*"A student who is not in compliance with course policies or meeting course objectives in the syllabus may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek counseling services when course policies and objectives cannot be met." The student may appeal instructor withdrawals within 10 days. It is the student's responsibility to consult with instructors and seek counseling services when course objectives cannot be met.*

**This course requires 75% minimum attendance or at least 12 classes. After 5 missed classes you will be dropped from the course. Points will be deducted for each class missed.**

## **Austin Community College Handbook-**

### **Students with Disabilities**

*"Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester"*

### **Scholastic Dishonesty**

*"Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework"*

### **Prohibited acts include those related to academic integrity-**

1. Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework.
2. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

## Tentative Class Schedule

Week 1	Welcome, Review Syllabus and Course Expectations
Week 2	Chapters 1 - 2
Week 3	Chapter 3
Week 4	Chapters 4 - 5
Week 5	<b>Test 1 *</b>
Week 6	Chapters 6 - 7
Week 7	Chapters 8 - 9
Week 8	<b>Test 2 *</b>
Week 9	Chapters 10 - 11
Week 10	Chapters 12 - 13
Week 11	<b>Test 3 *</b>
Week 12	Chapter 14
Week 13	Chapter 15
Week 14	Exam Review and Project Notebooks Due
Week 15	Part 1 <b>Final Exam *</b> , Chapters 1-9
Week 16	Part 2 <b>Final Exam *</b> , Chapters 10-15

*\*Test reviews WILL NOT be posted*