COURSE TITLE: Patient Record Systems
COURSE NUMBER: MEDPT 259-01
CREDIT HOURS: 3 credits
SEMESTERS OFFERED: Spring
INSTRUCTOR: Rhona Alboucq
PREREQUISITE: MEDPT 172 Medical Terminology or Instructor Permission
TEXT: Practice Management and EHR
      ISBN# 9780077487829
DATE: Spring 2015

PURPOSE:
The purpose of this course is to provide students with a facsimile of the management and record keeping functions available to a medical office through the use of a computer. With the aid of the facsimile and other information offered; students will have the opportunity to see how software may help organize and enhance medical record keeping. This course will also give students a basic understanding of how most software packages work, including an introduction to electronic health records. This course will also provide instruction on aging and accounts receivable collection, along with applicable credit laws.

METHODS OF INSTRUCTION:
Approximately three-fourths of the class time will be hands-on computer time, but discussion periods will take place for orientation, to give instructions about the software, and to discuss the various ways this computer-generated information can be used in a medical facility. Lecture and discussion periods will be used to provide instruction on accounts receivable control and record keeping systems for a medical office, as well as collections and credit laws. The instruction will be aimed primarily at medical office financial control.
METHODS OF EVALUATION:
All points for assignments and exercises will be totaled and averaged together. Letter grades will be assigned according to the percentage of the maximum points earned.

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\begin{align*}
90\% & - 100\% = A \\
80\% & - 90\% = B \\
70\% & - 80\% = C \\
< 70\% & = F
\end{align*}
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The software we will be using can be accessed online. This will enable students to do much of the work outside of class. Students will need to pay close attention to the deadlines for homework activities, quizzes, and the software practice exercises. **Any student caught cheating will be given an “F” for the course.**

Grades of IP will not be given.

GENERAL INSTRUCTIONS:
1. Each student will be assigned a computer. Remember that anyone can take your computer at five minutes after the hour, so please try to be on time so you don’t lose any of your class time.

2. If you find that you will be absent, please contact for a make-up time or plan. **Remember, you are responsible for gaining the information missed in class.**

3. Although the unit covering a computer program for a medical office is somewhat self-paced, it is important that you stay up-to-date and keep up with the rest of the class. We will need to adhere to the time schedule allowed in order to complete the materials to be presented in this class.

4. You will do all the practice exercises in the computer program section. The activities for each chapter will be found of the textbook website. **Please pay close attention to the due dates.**

5. You must complete each chapter on time. You are responsible for the information presented in class which may appear on quizzes and exams, but does not come from your text or the handouts given in class.
EXPECTED LEARNING OUTCOMES:

During this course the student will:

1. Input patient billing data
2. Input patient medical record data
3. Enter and use procedure and diagnostic codes
4. Change or delete patient billing and medical record data
5. Input changes to responsible party account that will automatically transfer to dependent accounts
6. Authenticate accuracy of daysheets before proceeding to next step on computer
7. Print computer generated personal and third party billings
8. Use the database to print analytical financial records
9. Age the accounts receivable
10. Integrate the various financial records
11. Find and correct errors that might occur in data input
12. Interpret additional computer uses for efficient office management
13. Identify methods of handling a large accounts receivable
14. Identify methods of internal control to monitor accuracy and protection of cash collections and bank deposits
15. Learn to identify and use various insurance reporting formats
16. Understand the various types of insurance coverage.
16. Identify the different parts of HIPAA and its impact on the medical profession.

The following cognitive objectives for the Medical Assistant Program are covered in this class:

V.C. 11. – Discuss principles of using Electronic Medical Record (EMR).
VII. C. 2. – Identify models of managed care.
VII. C. 9. – Compare processes for filing insurance claims both manually and electronically.
All cognitive objectives must be passed at 70% or above by students in the Medical Assistant Program in order to pass this class.

The following psychomotor competencies for the Medical Assistant Program are covered in this class:

V. P. 1. – Manage appointment schedule, using established priorities.
V. P. 5. – Execute data management using electronic health care records such as EMR.
V. P. 6. – Use office hardware and software to maintain office systems.
VI. P. 2a. – Post entries on a day sheet.
VI. P. 2b. – Perform billing procedures.
VI. P. 2f. – Process refunds.
VI. P. 3. – Utilize computerized office billing systems.

All psychomotor competencies must be passed at 70% or above by students in the Medical Assistant Program in order to pass this class.

Consumer Information

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/studentconsumerinformation/.

Disability Accommodations

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://www.lcsc.edu/catalog/) and the LCSC Student Handbook (available at http://www.lcsc.edu/studentservices/contactus.htm) for more information.

Accidents/Student Insurance

Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

**Academic Dishonesty**

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the Dean of Student Services for official disciplinary action.

**Illegal File Sharing**

Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the Dean of Student Services’ web page (http://www.lcsc.edu/studentservices/).

**Diversity Vision Statement**

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being. http://www.lcsc.edu/culturaldiversity/

My office location is: SGC 202B
My telephone number is: 792-2371
My office hours are: 10:00 – 11:45 Tuesdays and Thursdays
E-mail: rjalboucq@lcsc.edu