

## Master Syllabus

### BIS 2180 - Medical Office Simulation

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Prerequisite(s):** BIS 1120 AND BIS 1200 AND BIS 2140 AND HIM 1101

**Date Revised:** February 2016

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### Course Description:

Basic principles of office support, bookkeeping, record-keeping and reporting responsibilities pertinent to the medical office and health care agencies.

### General Education Outcomes:

- Critical Thinking/Problem Solving Competency
- Values/Citizenship/Community Competency
- Computer Literacy Competency
- Oral Communication Competency
- Written Communication Competency
- Information Literacy Competency

### Course Outcomes:

#### Medical office software systems

Use a medical office software system to set up a simulated medical practice, schedule appointments, create and edit tables that contain records for patients, providers, insurance carriers, procedure codes, diagnosis codes, transactions, insurance claims, and payments.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Earn 75% or higher on exams

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation projects

#### Legal and ethical requirements

Determine legal and ethical requirements in a health care environment.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Earn 75% or higher on exams

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation projects

#### Bookkeeping processes and procedures

Produce daily, weekly, and monthly reports based on development of a medical practice and entry of data.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Earn 75% or higher on exams

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation projects

#### Setup and daily procedures

Perform various tasks that are daily procedures in a health care office environment.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Earn 75% or higher on quizzes and exams

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation projects

### Outline:

Medical office setup and daily procedures

Legal and ethical requirements in a health care environment

Bookkeeping processes and procedures

Medical office software systems