

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

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