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| **PROFESSOR:** | **PHONE NUMBER:** |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**HIM 1800C MEDICAL OFFICE SIMULATION (2 CREDITS)**

This course is designed to be a hands-on simulated learning experience performing the activities most commonly encountered in a medical office. Electronic health record simulations will be used to provide practice completing daily work tasks required of administrative medical office personnel. Training, assessment, and capstone activities will be completed.

1. **PREREQUISITES FOR THIS COURSE:**

Permission of the HIT Program Director

**CO-REQUISITES FOR THIS COURSE:**

None

1. **GENERAL COURSE INFORMATION:** Topic Outline.

* Practice management systems
* Electronic health records
* Administrative functions and activities
* Clinical documentation functions and activities
* Billing and collections functions

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the outcomes/objectives assessed in this course which play an integral part in the student’s general education along with the general education competency they support.

  General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Demonstrate proficiency in integrating the theoretical topics with practical applications in the HIM simulation lab.

**B. Other Course Objectives/Standards**

* + - Utilize practice management software system functions.
      * Demonstrate professional telephone interview techniques.
      * Register patients using required data.
      * Schedule and manage appointments.
      * Check in patients.
      * Ensure all documents, letters, and other relevant data are available for the provider to review during a patient’s appointment.
      * Perform an online insurance eligibility query.
      * Verify required documents are copied and are entered into the practice management system.
    - Explain privacy notices and HIPAA privacy regulations.
    - Utilize electronic health record software system functions.
      * Record the patient’s vital signs in the electronic health record.
      * Create a growth chart.
      * Record the patient’s chief complaint, vital signs, medications, allergies, and immunizations in the electronic health record.
      * Prepare a SOAP note.
      * Document and process lab requisitions, tests, orders, immunizations, and electronic prescriptions.
    - Prepare encounter forms.
    - Utilize billing software application functions and processes.
      * Prepare electronic insurance claims.
      * Submit batch electronic insurance claims.
      * Review billing reports.
      * Post payments.
      * Review patient ledgers.
      * Generate collection letters.
      * Review financial transactions for a given time period.
      * Create reports as needed to manage the accounts payable function.
    - Practice secure computing protocols.

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

1. **RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

1. **CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)