MED 161T.01: Medical Administrative Procedures

Carol Hinricher
University of Montana - Missoula, carol.hinricher@umontana.edu

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COURSE NUMBER AND TITLE: MED 161T, MEDICAL ADMINISTRATIVE PROCEDURES

DATE REVISED: Fall, 2006

SEMESTER CREDITS: 4
PREREQUISITES: None

FACULTY: Carol Hinricher
E-Mail: carol.hinricher@umontana.edu
Phone: 243-7817
Office: AD17
Office Hours: by appointment

RELATIONSHIP TO PROGRAM(S):
This course provides students with a comprehensive foundation of medical office policies and practices.

COURSE DESCRIPTION: An introduction to the necessary skills and qualities required to function successfully in the medical arena. Emphasis is on medicolegal and ethical responsibilities, records management and financial management of the medical practice, and interpersonal communications to include patient reception, telephone techniques and appointment scheduling.

STUDENT PERFORMANCE OUTCOMES:
Occupational Performance Objectives
Upon completion of this course, the student will be able to:

1. Display appropriate attitudes, conduct, ethics, appearance, and work habits suitable for a medical employee.
2. Follow legal guidelines for governing release and retention of medical records.
3. Schedule office appointments and maintain the desk calendar.
4. Screen telephone calls, take messages, and respond to callers in an efficient and courteous manner.
5. Greet patients and visitors and obtain chart, billing, and insurance information.
6. Write receipts, make deposits, post charges and payments, age accounts, and manage accounts receivable.
7. Prepare and maintain medical records, file, and retrieve patient records.
8. Perform all duties within ethical boundaries and according to regulations, laws, and rights of patients.
9. Communicate in a positive and cooperative manner with co-workers and other health care personnel and patients when providing information and services.
STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Homework assignments and Testing
1. Class attendance is an integral part of this course. Production activities will occur on a weekly basis. It is the expectation that simulated in-class production or homework assigned will be submitted when due. If you are not present, it is your responsibility to see that it is in my mailbox by class time on the due date. A 10 percent penalty will be assessed on any late assignment. Maximum deadline for submitting late assignments is one week beyond due date.

2. Tests will be scheduled following each unit.

Grading Scale:
- 94 - 100 A
- 88 - 93 B
- 80 - 87 C
- 74 - 79 D

Final grade will be determined by total points received on class assignments and tests in relationship to total points available.

ATTENDANCE POLICY:
Students are expected to come prepared for class each day and to participate in the assigned activity.

ACADEMIC CONDUCT:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

ACCOMMODATION:
Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please be prepared to provide a letter from your DSS Coordinator.

UM Coordinator: Daniel J. Burke
243-4424


FINAL SCHEDULE:

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2:00-3:00</td>
<td>Wednesday, December 13</td>
<td>1:10-3:00</td>
</tr>
<tr>
<td>II</td>
<td>3:00-4:00</td>
<td>Tuesday, December 12</td>
<td>1:10-3:10</td>
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COURSE OUTLINE:

I. Administrative Medical Assistant
   A. Employment opportunities
   B. Personal attributes
   C. Medical practice settings
   D. History of Medicine

II. Medicolegal and Ethical Responsibilities
   A. Terminology
   B. Principles and codes
   C. Professional liability
   D. Applied Ethics
   E. Preventing medical professional liability claims
   F. HIPAA Compliance

III. Interpersonal Communications
   A. Receptionist
      1. Duties
      2. Special needs patients
      3. Registration information
      4. Patient/practice brochure
      5. Handling office emergency
      6. Reception room
   B. Telephone procedures
      1. Screening and prioritizing calls
      2. Call backs
      3. Messages and logs
      4. Telephone equipment
   C. Patient scheduling
      1. Appointment book
      2. Scheduling Guidelines
      3. Preoperative and postoperative tests
      4. Patient flow techniques

IV. Records Management
   A. Patients’ Medical Record
      1. Guidelines
      2. Forms
      3. Records release
   B. Filing techniques
   C. Written Communications
   B. Processing Mail

V. Financial Administration
   A. Billing Procedures
   B. Collection Policies
   C. Financial Records