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FALL 2020                      M                      2:00-3:10 PM      BUS 41      #55766: 10/12/20 –12/11/20

INSTRUCTOR: TONI ENSZ                      OFFICE: BE 44      OFFICE PHONE: 638-3641, EXT: 3785  
EMAIL: [toni.ensz@reedleycollege.edu](mailto:toni.ensz@reedleycollege.edu)

Zoom Office Hours: M 10:00 -11:00 am. Zoom Link:

<https://cccconfer.zoom.us/j/91096757408?pwd=RGF1YkIJamQyWDFLSHhzUkVURU0t6UT09>

I will also be online and available TWTh from 10:00-11:00. You can **email** me at [toni.ensz@reedleycollege.edu](mailto:toni.ensz@reedleycollege.edu) or you can **text or call** me at [\(559\) 677-7268](tel:5596777268) at any time and I will return your message as soon as I can. Make sure you give me your name, class and any information necessary for communication.

Required Text and Supplies:

-  SANDERSON: COMPUTERS IN THE MEDICAL OFFICE, 9E      **ISBN: 978-1-259-63076-7**
-  1 GB JUMP DRIVE (FLASH DRIVE, MEMORY STICK, USB DRIVE)
-  MCGRAW-HILL CONNECT WEB SITE:
  - <http://www.mcgrawhillconnect.com>

#### COURSE DESCRIPTION:

This course introduces the student to medical office management software. Students will learn to enter patient information, insurance information, procedural and diagnostic codes, post charges and payments, schedule appointments, and generate reports.

#### COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- A. Enter new and update existing patient information
- B. post charges and payments
- C. Schedule Appointments
- D. generate encounter forms, billing statements, and insurance claim forms
- E. print patient and practice reports

#### COURSE OBJECTIVES:

In the process of completing this course, students will:

- A. demonstrate a sound knowledge of how to operate the management software.
- B. post charges and payments.
- C. generate encounter forms, billing statements, and insurance claim forms.
- D. process management data.
- E. print patient and practice reports.
- F. learn the concepts and transfer that knowledge to any practice management software.

#### COURSE CONTENT OUTLINE:

- A. Introduction to Computers in the Medical Office
  - 1. Introduction to Health Information Technology and Medical Billing

- B. Medical Management Software Training
1. Scheduling
  2. Entering patient Information
  3. Working With Cases
  4. Entering Charge Transactions and Patient Payments
  5. Creating Claims
  6. Posting Payments and Creating Patient Statements
  7. Creating Reports
  8. Collections in the Medical Office

ATTENDANCE AND TARDIES:

- **We will have a Zoom meeting each Monday at 2 pm. I do expect you to attend that meeting, with your video on. I will be taking attendance at each meeting.**
- If you decide to drop the course, **it is your responsibility** to make the drop official in the Admissions and Records office or else possibly receive a grade of F. **The drop date for this class is November 9, 2020.**
- I do not accept late work (this includes in-class work, homework, and tests). This means you need to be in class, do the work, and hand in assignments as assigned. If you are aware you are going to be absent, you may complete the assignment and hand it in early, but no late work will be accepted.
- In this class, you are allowed 2 absences before being dropped from the class. Absences and tardies will affect your grade. Five points will be deducted each day of non-participation and 3 points for each tardy.
- Leaving early from our Zoom meeting will be treated like a tardy.

SCHOOL HOLIDAYS:

- VETERAN'S DAY – NOVEMBER 11
- THANKSGIVING – NOVEMBER 26-27

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:

- A two-hour comprehensive final exam will be on **Monday, December 7 – 2:00-3:50 pm.**

GRADING:

- *Class Participation*                    10%
- *Computer Work*                        45%
- *Unit Quizzes*                            25%
- *Final Exam*                              20%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

#### ZOOM:

- I do expect you to join our online class each Monday at 2 pm. I ask that you keep your video on so I can see you and you can interact with the class.

#### ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

#### ACADEMIC DISHONESTY:

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. Cheating, in this class, is handing in the same assignment as another student as if it was your own.
- Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.