

Spring 2000
Instructor
Class Location
Home Telephone

Arvilla (Vel) Truhett
PHY-76
(559) 638-6632

Office Technology
Medical Document Preparation
Syllabus OT 42

Text

Understanding Health Insurance
A guide to professional billing
4th Edition, JoAnn C. Rowell
(Available at College bookstore \$61.00)

Attendance

Class will begin promptly at 6:00pm you must attend class regularly.
If an emergency comes up you must call.
Six absences may result in your being dropped from the class.

Grading

Tests	450	90-100%	A
Writing Assignment	100	80-89%	B
Lab	150	70-79%	C
Final	100	60-69%	D
Total	800		

Prohibitions

No eating, drinking, chewing gum or smoking.
No children will be allowed in classroom.

Course Objective

1. Introduce students to the major nationwide medical insurance programs.

2. Give students a basic knowledge of the national diagnostic and procedural coding system.
3. Simplify the process of filing claim forms.
4. Develop medical communication skills.
5. Understanding of terms, phrases and abbreviations.

Summary

Correct health insurance and billing processes and Procedures.

Reinforce and review main points.

Write a composition on health insurance.

Final Exam

Holidays

Martin Luther King Jr. Monday, Jan. 17th

Lincoln's Day Friday, Feb. 18th

Washington's Day Monday, Feb 21st

Spring Recess April 17-22

Week One Lesson Plan
Medical Document Preparation OT-42
M, W 6:00-7:50pm

Monday – Day 1

Introduction of Students
Review Syllabus
How you will benefit from this course
Read “A personal not to students” XI
Read and examine Chapter one
Student learning style form to be filled out and collected
for my review.
Homework: Chapter 2, pages 7-15

Wednesday – Day 2

Review Chapter 1 & 2
Definition exercises
Question to challenge students
Homework assignment pages 17-24