LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, http://www.labette.edu/bookstore, for the required texts for this class.

COURSE NUMBER: OTEC 137

COURSE TITLE: MEDICAL OFFICE APPLICATIONS

SEMESTER CREDIT HOUR: 3

DEPARTMENT: Business Administrative Technology

DIVISION: Career Technical Education

PREREQUISITE: Formatting OTEC 106 and Medical Terminology OTEC 124

REVISION DATE: January 2016

COURSE DESCRIPTION:
Through a realistic job simulation, the student is introduced to the administrative routines of a doctor's office and will perform various activities including preparing patients' charts, taking telephone messages, scheduling appointments, organizing patient files and transcribing medical tapes. In addition, the student will be asked to prepare a formal job description of a medical assistant.

COURSE OUTCOMES AND COMPETENCIES:
Students who successfully complete this course will be able to:

1. Describe the qualifications, duties, and responsibilities of a medical administrative assistant.
    - Prepare an official job description display for a Medical Administrative Assistant, Medical Secretary, Medical Office Assistant, or Medical Transcriptionist.

2. Transcribe medical dictation and prepare medical reports and correspondence.
    - Use transcribing machine to transcribe case histories and medical correspondence.
    - Type various medical documents such as operative reports, laboratory test requisitions, discharge summaries, patient's consent forms, etc.

3. Perform clerical tasks required in many medical offices.

- Set up and maintain files of patient information.
- Schedule patients both manually and using an electronic calendar system.
- Complete a health insurance claim (HIC).
- Perform billing functions.
- Perform various payroll functions.
- Process telephone messages left on an answering machine.
- Use Microsoft Outlook

4. Manage time effectively to meet deadlines.

- Turn work in by due dates.
- Make good use of time by attending class and working outside of class (overtime).

5. Proofread carefully and submit work in a neat, organized fashion.

- Submit folders in an orderly fashion.
- Include grade sheet with each document.
- Redo documents that contain errors.

6. Perform workplace competencies.