

VALENCIA COLLEGE COURSE SYLLABUS--Fall 2012 (201310)

OST2464, CRN13639 Medisoft (Office Management Software)

CLASS: Tuesday & Thursday, 11:30 am – 12:45 pm, Building 8, Room 243

PROFESSOR: Mrs. Betty Wanielista

OFFICE & HOURS: Building 8, Room 159, office hours as posted or by appointment.

TELEPHONE: 407-582-2347

E-MAIL ADDRESS: bwanielista@valenciacollege.edu

E-MAIL NOTICES: Communication will be through Blackboard, please check your Blackboard email.

MEDISOFT (Office Management Software) Prerequisite: None Credit Hours 3

The Medisoft program prepares a medical office assistant to work as an administrative assistant in a health care practice. It provides training for input to patient information, appointment scheduling and billing. Students also will produce various lists and reports and learn to handle insurance claims. (Special fee: \$23.00)

TEXT & MATERIALS:

One package with two books and software. *Computers in the Medical Office and Case Studies for use with Computers in the Medical Office using Medisoft 17 Advanced.* GLENCO. ISBN 0-07-767625-4. **Two** removal drives, Magnifying glass optional.

COURSE OUTCOMES:

1. Students will possess a working knowledge of Medisoft to create bills and reports.
2. Students will use the Medisoft Office Hours Scheduler for appointments and print reports/lists.
3. The student will produce statements and claims.
4. Students will file claims electronically using Medisoft and Medisoft Utilities.
5. Students will complete a simulation to experience Medisoft as an employee in a medical practice.

OBJECTIVES:

- ❖ Perform medical office tasks, including scheduling appointments, gathering and recording patient information, recording diagnoses and procedures, billing patients, filling insurance claims, reviewing and recording payments.
- ❖ Identify types of medical insurance.
- ❖ Identify steps involved in processing claims and collecting payments.
- ❖ Exhibit ability to research facts, think through priorities, and analyze problems.

COURSE COMPLETION REQUIREMENTS:

- ❖ Read the assigned chapter and understand your key terms before coming to class.
- ❖ Complete the end of chapter questions, all exercises, jobs, and daily worksheet questions. Print or write in book any exercises, jobs or reports required for each chapter.
- ❖ Turn in your work through Assignments in Blackboard. All lessons should be labeled.

GRADING: Final Grades are calculated as follows:

Average of quizzes, & Daily Worksheets	25%
Average of exercises, simulations, homework	25%
Midterm Exam	25%
Final Exam (50 questions total from both texts)	<u>25%</u>
	100%

A = 90-100%

C = 70-79%

B = 80-89%

D = 60-69%

This final exam is mandatory. Any student not completing the exam on the exam date will receive a grade of F for the course grade. Final Exam is Thursday, December 13, 10 – 12:30, in 8-243.

MAKEUP POLICY FOR EXAMINATIONS AND ALL OTHER ASSIGNMENTS: All tests must be taken on or before dates assigned. No makeup tests are available without explicit consent of instructor, which will only be granted in case of documented extreme emergency. The final exam must be taken on the date published for final exams. All work needs to be completed before tests. Make it a point to be prepared to meet all deadlines. All work must be completed on time and handed in during the week assigned. Late work submitted will have points deducted. **Ten (10) points will be deducted for taking tests/quizzes late.**

NO-SHOW PROCEDURE: Any student who does not attend class prior to the start of the no-show period for each part of a term will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

EXPECTED STUDENT CONDUCT: By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. This information can be found in the Student Code of Conduct in the current Valencia Student Handbook or at <http://www.valenciacollege.edu/generalcounsel/policies.cfm>. (Click the Student Handbook link under General Information on the Current Student tab at the Valencia Website.) Please turn off all cell phones during class time and keep them off the desks.

GENERAL: All assignments need to have your name and item number at the top when submitting. Always use good email etiquette when submitting email messages. Each message should have a greeting (person's name) and a closing (your name). **Example: Dear Mrs. W.: and Thanks, your name. All work is due before the first class of the week.**

ATTENDANCE: Classroom attendance and punctuality are vital to academic success. If you miss a class, you need to contact a classmate to get the notes you missed. Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made with the professor. Missing the equivalent of more than two weeks of classes for any reason, other than absences excused in accordance with Valencia's policies, is excessive and a basis for withdrawal.

WITHDRAWAL: Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>. **Fall withdrawal date is Nov 2.**

COLLEGE POLICIES: A full description of all College policies can be found in the College Catalog at <http://www.valenciacollege.edu/catalog/>; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook at <http://www.valenciacollege.edu/pdf/studentandbook.pdf>.

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

ACADEMIC HONESTY: Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. East Campus Bldg. 5, Rm. 216 Ph.: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

VALENCIA I.D. CARDS: Valencia I.D. cards are required in order to use the Library, Testing Center, and IMC. Cards are free and can be obtained in the Student Development Office in Building 5, Room 212.

COMPUTER TIME: Plan to spend from **four to six** hours per week for homework on the computer. A computer lab is located in the Academic Success Center (**Building 4, Second Floor**) for your use.

THE ACADEMIC SUCCESS CENTER: The Academic Success Center (ASC, 407-582-2540) located on the First Floor of Building 4 provides flexible and successful learning support in nearly every academic discipline. More information can be found at <http://www.valenciacollege.edu/east/academicsuccess>.

DISCLAIMER: Changes may be made at the discretion of the instructor.

IMPORTANT DATES: Full Term 8/27/2012 - 12/16/2012

Students may withdraw themselves and receive a **W** up until **November 2, 2012**. **Students may not withdraw themselves after that date.**

College Closed (Credit Classes Do Not Meet): September 3; October 9 – Osceola Campus; October 11 – West, East, and Winter Park Campuses

See College calendar for important dates and final exam schedule:

<http://www.valenciacollege.edu/calendar>

See next page for Assignment Sheet

OST2464-MEDISOFT

Fall 2012, 201310

Assignment Sheet

WEEK GOALS

Aug 28 Tuesday, Orientation, Read Chapter 1 for Homework

Aug 30 Thursday, Chapter 1 Homework due—Start Chapter 2

Sept 4 Tuesday, Chapter 2 Homework due—Start Chapter 3

Sept 6 Thursday, Chapter 3 Homework due—Start Chapter 4

Sept 11 Tuesday Chapter 4 Homework due—Start Chapter 5

Sept 13 Thursday Chapter 5 Homework due—Start Chapter 6

Sept 18 Tuesday Chapter 6 Homework due—Start Chapter 7

Sept 20 Thursday Chapter 7 Homework due—Start Chapter 8

Sept 25 Tuesday Chapter 8 Homework due—Start Chapter 9

Sept 27 Thursday Chapter 9 Homework due—Start Chapter 10

Oct 2 Tuesday Chapter 10 Homework due—Start Chapter 11

Oct 4 Thursday Chapter 11 Homework due—Start Chapter 12

Oct 9 Tuesday Chapter 12 due—Start Chapter 13—**Patient Day Sheet, Patient Aging by Date of Service Report and Practice Analysis Report—Screen Print**

Oct 11 East Campus Closed—College Night

Oct 16 Tuesday Chapter 13 due—Start Chapter 14—**14-3, Appointment List for 3 doctors, 14-8 Remainder Statements, 14-9 Patient Day Sheet for 12/30/2016 & 1/4/2017, and Practice Analysis, 14-11 Date Accurate Aging Report by Date of Service—Print Screen**

Oct 18 Thursday Chapter 14 due—**MidTerm Test**

Oct 23 Tuesday—Start Book 2, Part 1 & 2

Oct 25 Thursday Book 2, Part 1 & 2, Homework due—Start Week 1, Day 1

Oct 30 Tuesday Week 1, Day 1, Homework due—Start Week 1, Day 2

Nov 1 Thursday Week 1, Day 2, Homework due—Start Week 1, Day 3

Nov 6 Tuesday Week 1, Day 3, Homework due—Start Week 1, Day 4

Nov 8 Thursday Week 1, Day 4, Homework due—Start Week 1, Day 5 & End of Week 1 Job—**Screen Print CoPayment Report**

Nov 13 Tuesday Week 1, Day 5, Homework due—Start Week 2, Day 1

Nov 15 Thursday Week 2, Day 1, Homework due—Start Week 2, Day 2

Nov 20 Tuesday Week 2, Day 2, Homework due—Start Week 2, Day 3

Nov 21-25 Thanksgiving Holiday, College is Closed

Nov 27 Tuesday Week 2, Day 3, Homework due—Start Week 2, Day 4

Nov 29 Thursday Week 2, Day 4, Homework due—Start Week 2, Day 5

Dec 4 Tuesday Week 2, Day 5, Homework due—Start End of Month Jobs—**Patient Day Sheet & Practice Analysis Report, Date Accurate Patient Aging Report by Date of Service.--Print Screen**

Dec 6 Thursday End of Month Homework due—Last Class Day

December 13 Thursday, 10 a.m. FINAL EXAM, 8-243

All chapters should be read and book work done prior to attending class. **All work needs to be submitted by Sunday, December 9**, in order to be considered completed and receive a grade for completion.