

POFM 1302
Medical Software Applications
Western Texas College

I. Basic Course Information

- A. Course Description: Medical software applications for the management and operation of health care information systems.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Utilize medical software applications
- B. Manage patient database
- C. Process billing
- D. Maintain schedules and generate reports

III. Major Course Requirements: The grade for this course will be determined as follows:

- A. Exams: 30%
- B. Quizzes: 20%
- C. Homework Assignments 25%
- D. Discussions 25%
- E. Grading scale:
 - A= (90-100%)
 - B= (80-89%)
 - C= (70-79%)
 - D= (60-69%)

IV. Information on Books and Other Course Materials

- A. Title: ***Practice Management for the Medical Office Powered by SimChart for the Medical Office***
- B. Author: El Sevier
- C. Edition: First
- D. Publisher: El Sevier
- E. ISBN-13: 9780323461115

V. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity

- F. Class Attendance
- G. Students with disabilities

VI. Course Sequence & Content

Week	Topic
Week 1	Course Overview Class Discussion Week 1
Week 2	Intro to Medical Office Workflow Class Discussion Week 2
Week 3	Lesson 1 Maintaining Patient Records Class Discussion Week 3
Week 4	Lesson 2 Managing Appointments Class Discussion Week 4
Week 5	Lesson 3 Written Communication Class Discussion Week 5
Week 6	Lesson 4 Encounters, Allergies, and Medications Class Discussion Week 6
Week 7	Lesson 5 Problem List, Vital Signs, Immunizations, and Progress Notes Class Discussion Week 7
Week 8	Mid Term Review
Week 9	Mid Term
Week 10	Spring Break
Week 11	Lesson 6 Patient Assessment, Health History, and Preventative Services Class Discussion Week 11
Week 12	Lesson 7 Patient Education and Order Entry Class Discussion Week 12
Week 13	Lesson 8 Superbill, Ledger, and Day Sheet Class Discussion Week 13
Week 14	Lesson 9 Claims Class Discussion Week 14
Week 15	Final Exam Review
Week 16	Final Exam

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.