

10/20/2024

DATE



REQUIRED COURSE



ELECTIVE COURSE

BUS DIVISION



NEW COURSE



REVISION

# Lake Land College

## Course Information Form

<b>COURSE NUMBER:</b>	MCS-042	<b>TITLE: (30 Characters Max)</b>	HIT Applications I										
<b>SEM CR HRS:</b>	3.0	<b>Lecture:</b>	3.0	<b>Lab:</b>	0.0	<b>ECH:</b>	3.0						
<b>Course Level:</b>	<input type="checkbox"/> Gen Ed/IAI <input type="checkbox"/> Baccalaureate/Non-IAI			<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/Not in Degree Audit		<b>Clinical Practicum:</b>	0.0	<b>Work-based Learning:</b>	0.0	<b>WBL ECH:</b>	0.0		
<b>Course PCS &amp; CIP:</b>	12 - 51.0707		<b>IAI Code</b>	N/A			<b>Contact Hours (Minutes/Week)</b>						
<b>Repeatable (Y/N):</b>	Y	<b>Pass/Fail (Y/N):</b>	N	<b>Variable Credit (Y/N):</b>	N	<b>Min:</b>		<b>Max:</b>		<b>16 Wks</b>	150	<b>8 Wks</b>	300
<b>Prerequisites:</b>	None												
<b>Corequisites:</b>	None												
<b>Catalog Description: (40 Word Limit)</b>	Foundational course designed to equip students with essential skills needed to navigate and utilize practice management and electronic health record software. Using MOSS 4.0 software, students will gain hands-on experience in a simulated medical office environment.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Introduction to Practice Management (PM) and Electronic Medical Records (EMRs)	10			
Administrative	15			
Clinical	15			
Billing	10			
<b>TOTAL</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>

### EVALUATION

<b>QUIZZES</b> <input checked="" type="checkbox"/>	<b>EXAMS</b> <input checked="" type="checkbox"/>	<b>ORAL PRES</b> <input type="checkbox"/>	<b>PAPERS</b> <input type="checkbox"/>
<b>LAB WORK</b> <input type="checkbox"/>	<b>PROJECTS</b> <input type="checkbox"/>	<b>COMP FINAL</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input checked="" type="checkbox"/>

### COURSE MATERIALS

<b>TITLE:</b>	MOSS 4.0 Simulation Software
<b>AUTHOR:</b>	
<b>PUBLISHER:</b>	Cengage
<b>VOLUME/EDITION/URL:</b>	
<b>COPYRIGHT DATE:</b>	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Introduction to Practice Management (PM) and Electronic Medical Records (EMRs)	10	1. Identify the components of a typical PM and EMR system, including patient demographics, appointment scheduling, medical records and billing. 2. Summarize the key features and functionalities of a typical PM and EMR system. 3. Utilize PM and EMR software to perform basic tasks, such as creating patient charts, entering patient demographics and scheduling appointments.

Administrative	15	<ol style="list-style-type: none"> <li>1. Define key terms related to administrative tasks, such as patient registration, appointment scheduling, insurance verification and medical coding.</li> <li>2. Explain the importance of accurate and efficient patient registration for the smooth operation of a medical practice.</li> <li>3. Apply the principles of patient registration to real-world scenarios, such as handling complex insurance plans or dealing with patient emergencies.</li> </ol>
Clinical	15	<ol style="list-style-type: none"> <li>1. List the different types of clinical documentation, such as encounter notes, consultation reports and operative reports.</li> <li>2. Describe the SOAP format and its components (Subjective, Objective, Assessment, Plan).</li> <li>3. Identify potential challenges related to clinical documentation and develop strategies for overcoming them.</li> </ol>
Billing	10	<ol style="list-style-type: none"> <li>1. Identify the steps involved in the billing process, including claim creation, submission and adjudication.</li> <li>2. Summarize the key elements that should be included in a well-prepared medical claim.</li> <li>3. Utilize billing software to create, submit and track medical claims.</li> </ol>
50		

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome	Complete administrative tasks including patient registration, appointment scheduling, and insurance verification within the MOSS 4.0 software.
Course Outcome	Compare the components of practice management and electronic health record software and how they complement one another.
Course Outcome	Solve practical problems encountered in a medical office setting, honing their critical thinking and problem solving abilities.
Primary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.
Secondary Laker Learning Competency	Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools.

\*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.