

## CUMBERLAND COUNTY COLLEGE

Course: OA 109: Medical Office Practice

Credits: 3

Prerequisites: RD 100, EN 060

Description:

Introduces the student to the inner workings of a medical office environment. Some topics include conversion of medical procedures and diseases to CPT or other number codes, medical transcription, and basic medical terminology.

Learning Outcomes:

At the completion of this course, students should be able to:

- Understand the relationship between proper coding and billing/compliance
- The business aspect of a patient visit
- Patient privacy guidelines
- Basic office management

Topical Outline:

- Fundamentals: Medical Personnel
- Managing: Medical Personnel
- Fundamentals: Human Resources
- Managing: Human Resources
- Fundamentals: The Revenue Cycle
- Managing: The Revenue Cycle
- Fundamentals: Medical Records
- Managing: Medical Records
- Fundamentals: Audits
- Managing: Audits
- Fundamentals: Compliance With Regulatory Agencies
- Managing: Compliance With Regulatory Agencies
- Fundamentals: Advertising and Marketing
- Managing: Advertising and Marketing

Text: Montone, D. & Lenzi, M. (2013). *Introduction to Medical Practice Management*, Delmar/Cengage Learning.

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of F for the semester at the discretion of the instructor.

Note: If you are having difficulty with work in this class tutoring is available through the Success Center. If you think that you might have a learning disability, contact Project Assist at 856.691.8600, x282 for information on assistance that can be provided to eligible students.

### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.