



**Introduction to Medical Office and Electronic Medical Record Keeping**

**HO537**

Hours :    In Class  48                    Clinical                    Total 48

**Description**

This course is designed to give students the tools to work in a front office medical setting, including the necessary skills of communication, record keeping, daily operations, customer service and professionalism. It will also provide the learner with an introduction to the purpose and benefit of an electronic medical record (EMR) system.

**Books**

Medical Office Management - ISBN: 978-0-13-560067-4 (Included)

**Learning Objectives**

1. Describe communication in an office setting with clients and co-workers.
2. Describe methods to create a client friendly setting.
3. Explain client scheduling techniques.
4. Identify characteristics that portray professionalism.
5. Recognize legal and ethical situations in the medical office setting.
6. Explain the purpose and benefit of an electronic medical record system.
7. Demonstrate the ability to accurately file forms and documentation.

**Teaching Philosophy**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Teaching Methods**

We believe that a specific population of students will choose to learn from a traditional study format. This format allows the student to work in a classroom setting with a qualified instructor. Learning will be promoted and enhanced through an environment that includes media technology, group discussion, hands-on training, learning activities, and updated textbook material. Students will be evaluated for comprehension and remediated to ensure comprehension of the training.

- One on One
- Lab/Classroom Instruction
- Lecture
- Video
- Online Research
- Skills Demonstration/Return
- Learning Activities
- Textbook Analysis

**Evaluation Methods**

Completion of all assignments and a cumulative score of 75% on all graded work.

**Grading Policy**

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, 59 & Below = F

**Student Responsibilities**

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.