



Course Description

MEA0343 | Computers in the Medical Office | 3.00 credits

The application of computer concepts to medical office practices. The student will keyboard documents using word processing software. Emphasis will be on operating transcription equipment and transcribing medical records. The student will also be introduced to electronic spreadsheet and database applications.

Course Competencies:

Competency 1: The student will understand and communicate with basic medical terminology by:

1. Learning medical terminology in specialty fields of medicine
2. Proofreading documents
3. Correcting documents

Competency 2: The student will demonstrate management of Electronic Health Record (EHR) by:

1. Describing different EHR systems
2. Inputting patient information into the EHR system
3. Selecting proper tabs on the EHR system

Competency 3: The student will demonstrate knowledge of medical office systems by:

1. Performing appointments correctly
2. Writing medical notes correctly
3. Processing insurance correctly

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data
- Formulate strategies to locate, evaluate, and apply information
- Use computer and emerging technologies effectively