

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

MEDICAL OFFICE PROCEDURES

SPR 228

revised

JANUARY 1980 (MS. MARY-ANN ILES)

MEDICAL OFFICE PROCEDURES

TEXT: The Medical Office Assistant, Frederick and Kinn; workbook for text.
Professions Accounting, A Business Simulation (Dentist/Physician); Southwestern Publishing Company.
Medical Transcribing, Techniques and Procedures, Diehl and Fordney; W. B. Saunders Company.

EVALUATION FOR EACH OBJECTIVE: All production must be 100% accurate in form and set-up; you will be allowed three undetectable corrections per page of type. Each objective will be graded A, B, C, Incomplete or Repeat; each objective will be tested upon completion and grading by instructor.

SUPPLIES: bond typing paper, eraser, correction fluid and thinner, pencils and pens, carbon paper, yellow file copy paper, filing folders, labels and ten page protectors.

OBJECTIVE ONE

You will demonstrate knowledge and understanding of:

1. Ontario Health Insurance Plan (OHIP)
2. Ontario Medical Association Schedule of Fees booklet
3. professional billing practices
4. Workmen's Compensation Board (WCB)

You will be able to:

1. complete OHIP claim cards; pay-subscriber/pay-physician
2. complete WCB forms and claim cards
3. interpret the OMA Schedule of Fees booklet
4. transcribe medical correspondence

Estimated time to achieve objective: 20 periods/50 minutes each

OBJECTIVE TWO

You will be able to:

1. recognize words that sound alike but have different meanings and different spellings (medical words)
2. define the difference between the terms "antonym, homonym, and eponym"
3. find eponyms in the medical dictionary

Estimated time to achieve objective: 4 periods/50 minutes each

OBJECTIVE III

You will be able to:

1. assist in the preparation and proper filing of abstracts
2. aid in the preparation of manuscripts for publication
3. correctly type manuscripts for publication or delivery as a speech or lecture
4. correctly type manuscripts using some of the more common proofreader's symbols
5. properly prepare the bibliography for such manuscripts
6. compose covering letters and biographical sketches for manuscripts for publication

Estimated time to achieve: 10 periods/50 minutes each

OBJECTIVE IV

You will be able to:

1. understand the necessity of typing accurate notes on patient progress
2. understand the proper procedure for transcribing patient medical chart notes
3. demonstrate an ability to correct any erroneous entry made into the chart
4. show a knowledge of the basic information to be found in patient notes

Estimated time to achieve: 4 periods/50 minutes each

OBJECTIVE V

You will be able to:

1. recognize the various mechanical styles used to prepare a typewritten history and physical as it relates to hospital medical transcription
2. understand why certain information is obtained from the patient and recorded
3. know that there are many different ways of gathering and dictating vital medical data
4. prepare a formal history and physical using a variety of acceptable styles

Estimated time to achieve: 6 periods/50 minutes each

OBJECTIVE VI

You will be able to:

1. aid the physician in private practice in the selection of appropriate forms for patient records
2. secure from the patient and prepare vital statistics/data on the office record form
3. keep the patient's record up-to-date and in an organized form so that information is readily available
4. transcribe to the patient's record the physician's notes/recorded information

Estimated time to achieve: 4 periods/50 minutes each

OBJECTIVE VII

You will be able to:

1. prepare a discharge summary, operative report, pathology, radiology, consultation, autopsy report; medical memorandum, and medicolegal form/report
2. identify what information appears in a medicolegal report

Estimated time to achieve: 4 periods/50 minutes

OBJECTIVE VIII

You will be able to:

1. aid your employer in the selection of equipment for filing, suitable for the type of office being equipped
2. organize the office files and filing system
3. establish a system and place for past records of long term patients (as relates to hospital medical records and physician in private practice office)

Estimated time to achieve: 4 periods/50 minutes each

OBJECTIVE IX

You will be able to:

1. understand the operation of different types of transcription/dictation equipment and accessories
2. know transcribing equipment terms
3. know how copying machines are utilized in the transcription process

Estimated time to achieve: 2 periods/50 minutes each

OBJECTIVE X

You will be able to:

1. apply the "cardinal rules" to any system of bookkeeping
2. handle petty cash so that its use does not become abuse
3. complete a business simulation of professional accounting for a dentist and a physician in private practice

Estimated time to achieve: 5 periods/50 minutes each

OBJECTIVE XI

You will be able to:

1. compose a good business letter for your employer's signature; letters for your own signature under a variety of circumstances
2. make travel arrangements, including hotel accommodations, transportation, and itineraries
3. keep a calendar of events, meetings and such that the physician will be attending or that he should be reminded of

Estimated time to achieve: 10 periods/50 minutes each

OBJECTIVE XII

You will be able to:

1. define a medical report/record
2. explain the purposes of a medical record
3. understand who owns medical records
4. define non-privileged and privileged information
5. understand the guidelines for release of information from both the private medical office and the hospital
6. understand about the subpoena of patient records
7. define legal terminology pertinent to medical records
8. understand what medicolegal references are available to the transcriber

Estimated time to achieve: 6 periods/50 minutes each