# ACADEMIC AFFAIRS

Course Number:  OFFS-230          Department:  Information Technologies

Course Title:  Medical Computer Appls.          Semester:  Spring    Year:  2005

| Course Objective | Competencies |
|---|---|
| To understand the use and importance of computers in the ambulatory care setting. | 1. Identify the four main types of computers.<br>2. Explain the difference between systems and applications software.<br>3. Explain why ergonomics is important. |
| To understand the basic functions of a word processing software program when formatting a document. | 1. Prepare, manage, and print documents using word processing software.<br>2. Apply bold, italic, and underlining format, as well as borders and shading to text.<br>3. Change font, margins, alignment of text, and line spacing.<br>4. Create numbered and bulleted paragraphs, headers/footers, and templates. |
| To work with multiple documents. | 1. Create a folder.<br>2. Copy, move, rename, delete, and print documents.<br>3. Change paper size and orientation.<br>4. Complete a spelling check and a grammar check on text in a document. |

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|---|---|
| To operate a cassette transcriber and demonstrate a working knowledge of good transcription techniques. | 1. Transcribe medical documents on a computer using word processing software.<br>2. Demonstrate good grammar techniques by applying rules for punctuation, spelling, capitalization, and correct number usage. |
| To format various medical documents. | 1. Key the following types of medical documents in the proper format:  chart notes, history and physical examination reports, consultation reports, and medical correspondence.<br>2. Discuss the ethical and legal issues as they apply to medical transcription. |
| To produce written communications in the ambulatory care setting. | 1. List the four major letter styles.<br>2. Compose and key letters using appropriate components of a business letter.<br>3. Proofread a letter for grammar, spelling, and content.<br>4. Use proper proofreading marks to correct a document.<br>5. Describe the various classifications of mail and determine when each class should be used.<br>6. Address envelopes to satisfy postal regulations. |
| To become familiar with the basics of records management. | 1. Identify reasons for accurately maintaining ambulatory care office files.<br>2. Describe the steps commonly used when filing a document.<br>3. Identify the basic rules for filing. |

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|---|---|
|  | 4. File correspondence for an alphabetic, numeric, and subject filing systems. <br> 5. Identify the supplies used in medical records management. |
| To understand the principles of basic telephone communications when answering and receiving telephone calls. | 1. Outline the proper procedure for answering incoming calls and placing outgoing calls. <br> 2. Answer incoming calls in a professional manner. <br> 3. Apply proper telephone screening techniques. <br> 4. Identify calls handled by the medical assistant. <br> 5. Identify calls that should be referred to the physician. |