

**Western Dakota Technical Institute  
800 Mickelson Drive  
Rapid City, SD 57703-4018**

**Master Syllabus**

**Course Number:** HC 130  
**Course Name:** Medical Computerized Office Applications  
**Credits:** 2  
**Contact Hours:** 1 lecture; 2 lab

**Course Description:** This course is designed to teach the student how to manage the medical office in a computerized setting. The student will learn to build databases and use them in many different ways. Once the databases are set up, the student will learn other office management skills such as entering patient data, arranging appointments, keeping track of charges and payments, filing insurance electronically, etc.

**Prerequisites:** None

**Textbooks:** <http://bookstore.wdt.edu>

**Materials:** None

**Student Learning Outcomes:**

- Enter information about the practice, providers, and patients.
- Build databases on frequently-used codes, treatment facilities, referrers, and insurance companies.
- Record changes, payments, adjustments, and other daily bookkeeping entries.
- Generate a variety of financial and production reports.

**Assessment:** The Core Abilities of analytical skills and technology skills will be assessed in this class.

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