

Healthcare Data Management

Academic Representative



Technology Education Concepts

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Description

In DEPCO's Healthcare Data Management curriculum, students explore medical office career opportunities and develop essential skills while focusing on the medical office environment.

Students learn how to interact with patients and manage healthcare information in an efficient and effective manner. Activities involve managing telephone calls, health insurance claims, and financial records. Students also practice scheduling appointments, preparing purchase orders, and much more.

Skills

- Use a practice management software to schedule an appointment for an existing patient.
- Practice proper hand-washing technique.
- Practice proper procedures for registering a new patient.
- Practice procedures for taking a message in a medical office.
- Practice proper procedures for scheduling an appointment for a new patient.
- Practice writing checks and filling out a deposit slip.
- Prepare a purchase order.
- Write an outgoing message for an answering machine and record the message.

Knowledge

- Reading
- Technology
- Writing
- Mathematics

Objectives

- Discuss the importance of inventory management in the medical office.
- Identify basic telephone procedures used in a medical office
- Discuss types of managed care programs
- Discuss the use of purchase orders.
- Discuss numbering systems for medical records.
- Identify parts of the patient registration form.
- Discuss how roots, prefixes, and suffixes are used to create medical terminology.
- Discuss the bookkeeping process.

Activities

- Activity 1 - Introduction
- Activity 2 - Communication
- Activity 3 - Appointments
- Activity 4 - Medical Records
- Activity 5 - Finance
- Activity 6 - Inventory Management
- Activity 7 - The Payment Process
- Activity 8 - Medical Terminology
- Activity 9 - Safety
- Activity 10 - Post-Test and Wrap-Up
- Activity 11 - Bonus Activities
- Activity 12 - Challenge
- Activity 13 - Open-Ended Challenge
- Activity 14 - Careers
- Activity 15 - Job Shadow

Standards

National Health Science Standards

Module Includes:

Student Workbook, Instructor's Manual, Installation CD, Headphones with Microphone (2), Headphones-Only (2), Microsoft Word, Practice Management Software

Requirements

Computer is required and sold separately.

Microsoft Office is required and sold separately.

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