



MISSION STATEMENT

"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"

COMPUTER IN THE MEDICAL OFFICE

Meeting Time: Thursdays 9:00am – 3:00pm and Fridays 9:00am – 3:00pm Computer Lab

Instructors: TBA

Office Address: 422 Main St, Malden MA 02148

320 Washington St, Brookline, MA 02445

Office Phone: Malden (781)333-3522 - Brookline (617)383-6058

E-mail: TBA

Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description

Students will discuss issues pertaining to medical office computing including hardware, software, security and applicable legal/government guidelines and statutes.

II. Course Goals and Objectives

- Students will develop general knowledge of computer hardware
- Students will develop general knowledge of medical computer software
- Students will participate in hands-on activities to applicable general concepts

III. Class Expectations and Assignments

The course is designed to integrate discussion and interaction of students on the multiple knowledge areas. Students are expected to spend about 2 hours reading assigned materials, watch associated videos and presentations and/or work on a group project before and after each class. Class participation will be assessed by attendance and participation in in-class learning activities.

IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Assignments
- Final Exam

A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes

- Demonstrate understanding of safe and efficient work practices.
- Demonstrate understanding of federal and state security procedures when sending email and accessing patient database.
- Demonstrate improvement in typing skills
- Demonstrate appropriate understanding of basic computer usage

VI. Course Outline/Weekly Schedule

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	Introduction to Computer Computer Hardware and Peripherals	<ul style="list-style-type: none"> • Introduction to Computer • Computer Terminology • General Review of Common Applications • Quiz
WEEK 2	Common Medical Office Software	<ul style="list-style-type: none"> • Common Medical Office Software • Review and Practical Intro • Quiz
WEEK 3	Medical Email Email Safety and Etiquette	<ul style="list-style-type: none"> • Medical Email Overview • Email Ownership • Professional Email Overview • Email Writing Essentials • Safety and Etiquette • Quiz
WEEK 4	Computer Lab Projects	<ul style="list-style-type: none"> • Computer Lab Projects • Case Study Application • Quiz

Student success is our priority, don't hesitate to ask questions and always give your best!!!!
Good Luck