

New Health Science Curriculum!

Healthcare Data Management

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!

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 & Wrap-Up
Activity 11	Bonus Activities
Activity 12	Challenge
Activity 13	Open-Ended Challenge
Activity 14	Careers
Activity 15	Job Shadow

Skills:

- Use practice management software to complete scheduling & registration procedures.
- Write and record an outgoing message for a medical office.
- Prepare a purchase order.
- Practice writing checks and completing deposit slips.
- Decipher information on a sample superbill.

Knowledge:

- Discuss the importance of inventory management.
- Review proper telephone etiquette.
- Discuss the roles and responsibilities of administrative and clinical medical assistants.
- Identify types of scheduling methods.
- Discuss parts of the patient registration form.
- Discuss the process of medical billing and coding and identify types of medical codes.
- Discuss OSHA's Bloodborne Pathogens Standard.



Healthcare Data Management Includes: Student Workbook, Instructor's Manual, Installation CD, Headset with Microphone, Headphones, Microsoft Office, Practice Management Simulation Software, UV Light