

Course discipline/number/title: HCOP 1630: Healthcare Office Fundamentals

- A. CATALOG DESCRIPTION
1. Credits: 3
 2. Hours/Week: 3
 3. Prerequisites (Course discipline/number): None
 4. Other requirements: None
 5. MnTC Goals (if any): NA
- B. COURSE DESCRIPTION: This course covers healthcare office career information, medical ethics, and professional accountability. Topics covered will include healthcare office and reception tasks, electronic medical records, medical insurance and billing, scheduling patient appointments, and communicating effectively with patients and other office employees.
- C. DATE LAST REVISED (Month, year): February, 2023
- D. OUTLINE OF MAJOR CONTENT AREAS:
1. Trends in healthcare office occupations
 2. Healthcare professional organizations
 3. Electronic medical record
 4. Appointment scheduling
 5. Insurance
 6. Healthcare ethical behavior and HIPAA
- E. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Identify healthcare office career opportunities.
 2. Describe professional organizations and credentialing related to healthcare office careers.
 3. Describe processes of electronic medical records.
 4. Demonstrate appointment scheduling skills.
 5. Describe insurance and financial skills related to healthcare office careers.
 6. Articulate ethical behavior as it relates to release of information, confidentiality, and HIPAA.
 7. Integrate employment opportunities related to healthcare office careers.
- F. LEARNING OUTCOMES (MNTC): NA
- G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Class participation
 2. Written assignments
 3. Quizzes
- H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.
- I. SPECIAL INFORMATION (if any): None