**MIT224-Medical Practice Management**

This is a course checklist and is meant to help you guide and judge the time you spend on activities, assignments and exams to ensure completion by your course end date. Your course will range in time from 16 weeks to 6 weeks depending on your start date.

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| **Course Item** | | **Point Value** | **Estimated Time** | **Tentative Date of Completion**  **(To be completed by the student)** |
| ☐ | Syllabus Quiz | 100 | 10 min | **Course Start Date>** |
| ☐ | Course Pre-Test | \*NC | 60 min |  |
| **MODULE 1 (1 credit)** | | | | |
| ☐ | Pre-Test | \*NC | 60 min |  |
| ☐ | CPL Test | \*NC | 60 min |  |
| ☐ | Medical Office Manager Quiz | 20 | 15 min |  |
| ☐ | Chapter 1 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 1 Quiz | 50 | 25 min |  |
| ☐ | Effective Listening Summary | 50 | 120 min |  |
| ☐ | Chapter 2 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 2 Quiz | 50 | 25 min |  |
| ☐ | Legal and Ethical Issues Online Research | 50 | 90 min |  |
| ☐ | Chapter 3 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 3 Quiz | 50 | 25 min |  |
| ☐ | Critical Thinking Question 4.4 | 5 | 15 min |  |
| ☐ | Critical Thinking Question 4.10 | 5 | 15 min |  |
| ☐ | Chapter 4 Review Questions | 30 | 30 min |  |
| ☐ | Chapter 4 Quiz | 50 | 25 min |  |
| ☐ | Practice Test (Module 1 Practice Final) – Blackboard | \*NC | 60 min |  |
| ☐ | Post-Test (Module 1 Final Exam) – Blackboard | 100 | 60 min |  |
|  | **MODULE 1 TOTAL** |  |  |  |
| **MODULE 2 (1 credit)** | | | | |
| ☐ | Pre-Test | \*NC | 60 min |  |
| ☐ | CPL Test | \*NC | 60 min |  |
| ☐ | Patient Information Form | 25 | 30 min |  |
| ☐ | Chapter 7 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 7 Quiz | 50 | 25 min |  |
| ☐ | Create HIPAA PowerPoint | 50 | 90 min |  |
| ☐ | Chapter 8 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 8 Quiz | 50 | 25 min |  |
| ☐ | Leadership Styles Quiz | 10 | 15 min |  |
| ☐ | Chapter 9 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 9 Quiz | 50 | 25 min |  |
| ☐ | Medical Software Online Research | 50 | 90 min |  |
| ☐ | Chapter 10 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 10 Quiz | 50 | 25 min |  |
| ☐ | Practice Test (Module 2 Practice Final) – Blackboard | \*NC | 60 min |  |
| ☐ | Post-Test (Module 2 Final Exam) – Blackboard | 100 | 60 min |  |
|  | **MODULE 2 TOTAL** |  |  |  |

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|  | **Course Item** | **Point Value** | **Estimated Time** | **Tentative Date of Completion (To be completed by the student)** |
| **MODULE 3 (1 credit)** | | | | |
| ☐ | Pre-Test | \*NC | 60 min |  |
| ☐ | CPL | \*NC | 60 min |  |
| ☐ | Calculating Payroll Exercise | 20 | 20 min |  |
| ☐ | Chapter 12 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 12 Quiz | 50 | 25 min |  |
| ☐ | Create a Collection Letter | 30 | 45 min |  |
| ☐ | Chapter 13 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 13 Quiz | 50 | 25 min |  |
| ☐ | Quality Improvement & Risk Mgnt. Research | 35 | 90 min |  |
| ☐ | Chapter 16 Review Questions | 59 | 45 min |  |
| ☐ | Chapter 16 Quiz | 50 | 25 min |  |
| ☐ | Marketing Project | 50 | 90 min |  |
| ☐ | Chapter 17 Review Questions | 50 | 45 min |  |
| ☐ | Chapter 17 Quiz | 50 | 25 min |  |
| ☐ | Practice Test | \*NC | 30 min |  |
| ☐ | Post-Test | 100 | 30 min |  |
|  | **MODULE 3 TOTAL** |  |  |  |
| ☐ | Student Evaluation of Instruction |  |  | **Course End Date >** |

\*NC = Not Calculated into Final Grade

Please note all pre-tests and practices are not calculated in the overall final course grade. Also the Credit for Prior Learning score is used either at the course or module level. Point values above do not represent the grading scale for this course. Please see the course syllabus for grading percentages.

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