**SCHOOL OF APPLIED TECHNOLOGY &
TECHNICAL SPECIALTIES
MEDICAL OFFICE SOFTWARE (KMCB)**

KMCB 0140 Medical Office Software

KMCB 0140 Medical Office Software - Course Description: The student will use medical office software to enter patient information, payment transactions, print statements and reports, create and submit insurance claims, prepare collection letters and reports, and schedule appointments.

Have you ever wanted to work in a medical office as a medical secretary, receptionist, or medical administrative assistant? There is an increasing demand for medical office workers including medical secretaries, medical billing clerks, and medical coders, Understanding how to use medical office software is a crucial component of these jobs. KMCB 0140 Medical Office Software is a course in which you will demonstrate the ability to understand and utilize the administrative and financial functions used in the medical documentation and billing cycle of a practice management program (PMP). For this course, you will be using a practice management program called "Medisoft". There are numerous practice management program software packages on the market that medical offices use, and Medisoft is just one of those programs. Your doctor's office may use a completely different PMP program; however, the basic administrative and financial tasks performed in a medical practice are very similar. If you know the basics of using one PMP software program, you will usually have no trouble quickly learning another program. Learning to use medical office software is fun, interesting, and challenging.

Competencies

At the end of this course, you will be able to:

- Identify the purpose for using a medical practice management system, and how legislation affects health information technology and medical practice management programs.

- Demonstrate how to use the administrative functions of a medical practice management software program.

- Demonstrate how to use the financial functions of a medical practice management software program.

Course Syllabus

Open and carefully read the course **Syllabus**

Settings

- **Preview**

- **Download**

- **Alternative formats**

. The syllabus gives you important information needed for this course, including textbook information, student responsibilities, and competencies by which you will earn an MC (Mastered Competency) or NM (Not Mastered) grade.

Instructions for Medisoft 17

Follow the instructions below to begin your course:

Create a folder called "Medisoft" on your flash drive, if your instructor has not previously loaded any files for you. Students will be downloading files to this folder that they will need for working in Medisoft, including the recording sheet, syllabus, and Medisoft instructions. Students will also be saving all chapter backup files in this folder. If your instructor loads the files on your flash drive, you will not have to create the folder.

Download and save the file links below to the Medisoft folder you created on your flash drive.

Print the Medisoft 17 Recording Sheet and the Medisoft v17 Student Instructions.

1. Medisoft 17 Recording Sheet.pdf

Settings

- **Preview**
- **Download**
- **Alternative formats**

- Use the recording sheet to record your scores and know when to take a test.

2. Medisoft v17 Student Instructions.pdf

Settings

- **Preview**
- **Download**
- **Alternative formats**

- This document contains detailed instructions that you will follow to use the Medisoft software program and complete the course. This is the most important file that you will use. **Print and follow the directions carefully as you go through the course!**

3. CIMO 8e Answer Key for Computer Exercises.pdf

Settings

- **Preview**
- **Download**
- **Alternative formats**

– This folder contains screen shots and answers for all the computer exercises that you will complete in the book. You may want to check this frequently as you do your exercises to see if your exercises are correct.

4. Starting file.mbk – This is a Medisoft file that you will use to begin your work in the Medisoft program.

5. CIMO 8e End of Chapter Review Key.pdf

Settings

- **Preview**
- **Download**
- **Alternative formats**

– This file is optional to download. You do not have to do the chapter reviews at the end of the chapters. If you would like to check the answers, this is the key.

 Chapter Worksheets - **Click here to download the chapter worksheets for chapters 3-10**.

Test Instructions and Test Study Guides – **Click here for test instructions and downloads for the test study guides**.

 Follow the steps below to begin your course.

1. Make sure you have saved, opened and printed the **Medisoft Student Instructions**

Settings

- **Preview**

- **Download**

- **Alternative formats**

handout for the version of Medisoft you are using. **Using the Medisoft Student Instructions handout, carefully follow it to complete your course.**

2. Read the chapters and complete the exercises as you work through the chapter, carefully following any instructions in the **Medisoft Student Instructions** handout. You can check your exercises with the Answer Key for Computer Exercises file on your flash drive.

3. Always make sure you have followed the instructions on Restoring your file and Backing up in the Medisoft Student Instructions!

4. Complete all exercises for the chapters including the Applying Your Skills exercises. Check your Medisoft Student Instructions handout for the exercises you need to print. Most of the exercises don't need to be printed; however, some chapters will require printing certain exercises. The printed exercises are not turned in.

5. Chapter Worksheets

a. Complete the end of chapter worksheets. The worksheets are located at the end of chapters 3-10. Students can tear the page out of the textbook, write the answers on a sheet of paper, or download and print the worksheets from the link above.

b. Check your answers with the Medisoft worksheet answer key. The answer key can be downloaded from the Worksheet link above.

c. Check and **correct** any errors you made in Medisoft. Those errors will follow you as you work through Medisoft and may cause problems later on.

d. S*ubmit the worksheet to your instructor*. Worksheets may be turned in to the instructor or submitted in Canvas. **Label** the exercise with the chapter number, your name, and the date.

e. Worksheets will be checked off as required assignments to check mastery of the learning objectives as you work through the course. They will not be included in your final grade.

6. Do not do the Chapter Reviews.

7. Tests – Students will be required to pass a Theory Test and Production Tests to demonstrate competency for this course. All tests must be passed with 80% or higher.

Click the Test link above for links to instructions for each test and the test study guides. Check the Recording Sheet and the Medisoft Student Instructions handout to see when you need to take a test. Use the Test Study Guides on your flash drive to help you prepare for the tests.

1.01 Medisoft v17 Test 1- Requires Respondus LockDown Browser

Instructions

Medisoft v17 Test 1 is a Multiple Choice test. This test covers the material in Chapter 1 of your textbook.

The test must be taken in the classroom using the Lockdown Browser. Follow these steps to take the test:

1. After completing Chapter 1, open the study guide for Test 1(located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

Medisoft 17 Chapter 1 test study guide.pdf

Settings

- Preview

- Download

- Alternative formats

2. Find the answers to the items on the study guide in your chapter. The test is based on what is in the study guide.

3. In the classroom, get into the Lockdown Browser on the computer. The instructions for using the Lockdown Browser are located on the Home page. Ask your instructor for help, if you don't know what to do.

4. Get into the Lockdown Browser. Your instructor will need to put in a password for the test. **Once you begin the test, you cannot get back out.** If you leave, it will score only what you have done. Make sure you are getting into the correct test before you begin!

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the average of the two scores.

6. Submit the test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.

Instructions to use LockDown Browser

LockDown Browser - If you are required to use the Lockdown Browser for your test, follow the instructions below:

Note: LockDown Browser is required for some exams. If LockDown Browser is not installed on your computer, tell your instructor.

1. If you are logged into Canvas, log off and close browser window.

2. On the desktop look for the LockDown Browser (a padlock icon) icon. Double-click the icon.

3. On the Choose Server menu, choose Canvas from the dropdown list and click OK.

4. Log into Canvas and select your course.

5. Click on the exam link**.**

6. Click **Take this exam** link.

7. If a password is required, ask your instructor to put in the password.

8. Read each question and choose the best answer(s).

9. Click the star before the question if you want to come back to it later. The question will be moved to the end of the list.

10. When you have answered all the questions, click the **Submit** button. You will be shown your score. A score of **80%** or better is considered passing.

11. If you would like to review the exam as soon as you complete it, just click on the link which says "Review Quiz." If you would like to review it at a later time, you will have to engage the LockDown Browser for the review. Follow Steps 1 through 5.

1.02 Chapter 3 Worksheet v.17

Click the link below for the Chapter 3 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 3 Worksheet. Follow the instructions below to upload your file.

Chapter 3 Worksheet v.17.docx

Settings

- Preview
- Download
- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.03 Chapter 4 Worksheet v.17

Click the link below for the Chapter 4 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 4 Worksheet. Follow the instructions below to upload your file.

Chapter 4 Worksheet v.17.docx

Settings

- Preview
- Download
- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.04 Medisoft v17 Test 2

Instructions

Medisoft v17 Test 2 is a production test. This test covers the material in **Chapters 2-4** of your textbook. **The test must be taken in the classroom**. Follow these steps to take the test:

1. After completing Chapter 4, open the study guide for Test 2 (located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

Medisoft v17 Test 2 Study Guide.pdf

Settings

- Preview

- Download

- Alternative formats

2. Use the study guide to help you prepare for the test. The study guide will tell you what you need to know how to do before you take the production test. Make sure you are well prepared to complete the tasks on the study guide before you attempt the test. Go back and review how to perform the tasks in Medisoft, if you are unsure of how to do anything.

3. Ask the instructor or test lab aide for Medisoft 17 Test 2. Follow the instructions carefully. **You cannot use your book or any other materials to help you with the test!**

4. The instructor or lab aide cannot help you on the test. They will only assist you if you are having problems with the computer or issues with the Medisoft program.

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the average of the two scores. **You cannot take both tests on the same day!**

6. Submit the test, checklist, test flash drive, and printouts to your instructor or test lab aide. Your instructor will show you your test when graded and answer any questions you may have. The instructor will keep your test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.

1.05 Chapter 5 Worksheet v.17

Click the link below for the Chapter 5 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 5 Worksheet. Follow the instructions below to upload your file.

Chapter 5 Worksheet v.17.docx

Settings

- Preview

- Download

- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.

2. Click the File Upload tab and click the Browse button.

3. Navigate to your file on your flash drive and select it.

4. Click the Submit Assignment button below the Comments area.

5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.06 Chapter 6 Worksheet v.17

Click the link below for the Chapter 6 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 6 Worksheet. Follow the instructions below to upload your file.

Chapter 6 Worksheet v.17.docx

Settings

- Preview
- Download
- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.

2. Click the File Upload tab and click the Browse button.

3. Navigate to your file on your flash drive and select it.

4. Click the Submit Assignment button below the Comments area.

5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.07 Medisoft v17 Test 3

Instructions

Medisoft v17 Test 3 is a production test. This test covers the material in **Chapters 5 and 6** of your textbook. **The test must be taken in the classroom**. Follow these steps to take the test:

1. After completing Chapter 6, open the study guide for Test 3 (located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

Medisoft v17 Test 3 Study Guide.pdf

Settings

- Preview
- Download
- Alternative formats

2. Use the study guide to help you prepare for the test. The study guide will tell you what you need to know how to do before you take the production test. Make sure you are well prepared to complete the tasks on the study guide before you attempt the test. Go back and review how to perform the tasks in Medisoft, if you are unsure of how to do anything.

3. Ask the instructor or test lab aide for Medisoft 17 Test 3. Follow the instructions carefully. **You cannot use your book or any other materials to help you with the test!**

4. The instructor or lab aide cannot help you on the test. They will only assist you if you are having problems with the computer or issues with the Medisoft program.

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the average of the two scores. **You cannot take both tests on the same day!**

6. Submit the test, checklist, test flash drive, and printouts to your instructor or test lab aide. Your instructor will show you your test when graded and answer any questions you may have. The instructor will keep your test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.

1.08 Chapter 7 Worksheet v.17

Click the link below for the Chapter 7 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 7 Worksheet. Follow the instructions below to upload your file.

Chapter 7 Worksheet v.17.docx

Settings

- Preview
- Download
- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.09 Chapter 8 Worksheet v.17

Click the link below for the Chapter 8 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 8 Worksheet. Follow the instructions below to upload your file.

Chapter 8 Worksheet v.17.docx

Settings

- Preview
- Download

- [Alternative formats](#)

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.10 Medisoft v17 Test 4

Instructions

Medisoft v17 Test 4 is a production test. This test covers the material in **Chapters 4-8** of your textbook. **The test must be taken in the classroom**. Follow these steps to take the test:

1. After completing Chapter 8, open the study guide for Test 4 (located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

[Medisoft v17 Test 4 Study Guide.pdf](#)

Settings

- [Preview](#)
- [Download](#)
- [Alternative formats](#)

2. Use the study guide to help you prepare for the test. The study guide will tell you what you need to know how to do before you take the production test. Make sure you are well prepared to complete the tasks on the study guide before you attempt the test. Go back and review how to perform the tasks in Medisoft, if you are unsure of how to do anything.

3. Ask the instructor or test lab aide for Medisoft 17 Test 4. Follow the instructions carefully. **You cannot use your book or any other materials to help you with the test!**

4. The instructor or lab aide cannot help you on the test. They will only assist you if you are having problems with the computer or issues with the Medisoft program.

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the average of the two scores. **You cannot take both tests on the same day!**

6. Submit the test, checklist, test flash drive, and printouts to your instructor or test lab aide. Your instructor will show you your test when graded and answer any questions you may have. The instructor will keep your test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.

1.11 Chapter 9 Worksheet v.17

Click the link below for the Chapter 9 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 9 Worksheet. Follow the instructions below to upload your file.

Chapter 9 Worksheet v.17.docx

Settings

- Preview

- Download

- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.12 Chapter 10 Worksheet v.17

Click the link below for the Chapter 10 Worksheet. Fill in the answer for each question and save your document on your flash drive. Save your file as [Your Name] Chapter 10 Worksheet. Follow the instructions below to upload your file.

Chapter 10 Worksheet v.17.docx

Settings

- Preview

- Download

- Alternative formats

To Submit your assignment, follow the instructions below:

1. Click the Submit Assignment button on the right side.
2. Click the File Upload tab and click the Browse button.
3. Navigate to your file on your flash drive and select it.
4. Click the Submit Assignment button below the Comments area.
5. If you get an error message, check to make sure that you have the correct file type. If you still have problems, talk to your instructor.

1.13 Medisoft v17 Test 5

Instructions

Medisoft v17 Test 5 is a production test. This test covers the material in **Chapters 9-11** of your textbook. **The test must be taken in the classroom**. Follow these steps to take the test:

1. After completing Chapter 11, open the study guide for Test 5 (located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

Medisoft v17 Test 5 Study Guide.pdf

Settings

- Preview

- Download

- Alternative formats

2. Use the study guide to help you prepare for the test. The study guide will tell you what you need to know how to do before you take the production test. Make sure you are well prepared to complete the tasks on the study guide before you attempt the test. Go back and review how to perform the tasks in Medisoft, if you are unsure of how to do anything.

3. Ask the instructor or test lab aide for Medisoft 17 Test 5. Follow the instructions carefully. **You cannot use your book or any other materials to help you with the test!**

4. The instructor or lab aide cannot help you on the test. They will only assist you if you are having problems with the computer or issues with the Medisoft program.

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the average of the two scores. **You cannot take both tests on the same day!**

6. Submit the test, checklist, test flash drive, and printouts to your instructor or test lab aide. Your instructor will show you your test when graded and answer any questions you may have. The instructor will keep your test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.

1.14 Medisoft v17 Final

Instructions

The Medisoft v17 Final is a production test. This test covers the material in **Chapters 3-11** of your textbook. **The test must be taken in the classroom**. Follow these steps to take the test:

1. After completing Chapter 14, open the study guide for the Final (located in the Test Study Guides v17 zip file that you downloaded when you started the course) or download the link to the study guide below.

Medisoft Final Test Study Guide.pdf

Settings

- Preview

- Download

- Alternative formats

2. Use the study guide to help you prepare for the test. The study guide will tell you what you need to know how to do before you take the production test. Make sure you are well prepared to complete the tasks on the study guide before you attempt the test. Go back and review how to perform the tasks in Medisoft, if you are unsure of how to do anything.

3. Ask the instructor or test lab aide for Medisoft 17 Final test. Follow the instructions carefully. **You cannot use your book or any other materials to help you with the test!**

4. The instructor or lab aide cannot help you on the test. They will only assist you if you are having problems with the computer or issues with the Medisoft program.

5. If you want to retake the test to better your score, you can retake the test **one** time. Your final grade for the test will be based on the better of the two scores. **You cannot take both tests on the same day!**

6. Submit the test, checklist, test flash drive, and printouts to your instructor or test lab aide. Your instructor will show you your test when graded and answer any questions you may have. The instructor will keep your test.

7. Record your test score on your Recording Sheet.

8. You must pass the Medisoft course with an 80% average. If your score was below 80%, you may want to retake the test.