![Miami Dade College]

Course Competency

MEA 0343 COMP IN MED OFFICE

Course Description

The application of computer concepts to medical office practices. The student will keyboard documents using word processing software. Emphasis will be on operating transciption equipment and transcribing medical records. The student will also be introduced to electronic spreadsheet and database applications. Special fee. (90 contact hrs.)

Course Competency	Learning Outcomes
Competency 1: The student will understand and communicate with basic medical terminology by:	1. Numbers / Data 2. Critical thinking 3. Computer / Technology Usage 4. Information Literacy
1. Learning medical terminology in specialty fields of medicine 2. Proofreading documents 3. Correcting documents	
Competency 2: The student will demonstrate management of Electronic Health Record (EHR) by:	1. Numbers / Data 2. Information Literacy 3. Computer / Technology Usage
1. Describing different EHR systems 2. Inputting patient information in EHR system 3. Selecting proper tabs on EHR system	
Competency 3: The student will demonstrate knowledge of medical office systems by:	1. Communication 2. Numbers / Data 3. Information Literacy 4. Computer / Technology Usage

1. Performing appointments correctly 2. Writing medical notes correctly 3. Processing insurance correctly	

Updated: FALL TERM 2022