10 Ways to Implement SimOffice

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1. **Register a Patient and Schedule an Appointment**
Conduct contests to see which student can register a patient and schedule a new patient appointment the quickest, ensuring that all information is entered correctly.

2. **Correspondence**
Have students create appointments and then complete Appointment Reminder letters to confirm upcoming patient appointments. As students progress through the modules, have them complete additional communication using the templates in Correspondence.

3. **Review Legal Documents**
When discussing advance directives, have students access and complete the document in the simulation. Although most forms are electronic, some forms such as the Advance Directive must be printed and completed by hand in order to demonstrate office workflow. In a medical office, a medical assistant would hand an Advance Directive to a patient for them to fill out by hand. The medical assistant would then upload the completed form to the patient record.

4. **Document Vital Signs**
Instruct students to take each other’s vital signs and document that information in the patient record.

5. **Differentiate Between Medication Types**
Give students a list of various medication types, including prescriptions, over-the-counter products, and herbal supplements. Have students document each medication in the patient record.

6. **Request Orders and Lab Requisitions**
Role-play scenarios in which one student acts as the medical assistant and the other acts as a patient who needs a procedure.

7. **Code Diagnoses and Procedures**
Give students a list of ICD and CPT codes and have them determine which codes are correct for a patient encounter.
8. Explain How a Superbill is Connected to a Claim
Group students into pairs. Have each student complete a Superbill, then have them switch patients to complete the Claim.

9. Discuss Accounts Receivable Principles
Have each student complete a Superbill and Ledger for a different patient. Then, complete the Day Sheet as a class using each student’s patient information.

10. Complete a Patient Visit from Beginning to End
Demonstrate how medical assisting is connected to an electronic health record by walking students through a patient visit. Begin with scheduling an appointment, then move to documenting clinical care, and end by submitting a Superbill and Claim.