

Tasks

Students will compare various software applications. They will examine different tools and functionalities available within Microsoft Excel and discuss their integration with the Epic EMR system.

Students will explore the tools and functions available in Excel to effectively document the information in the murder mystery game.

Apply the knowledge learned by creating a spreadsheet and explain the use of these tools and functions to make their work more efficient in other software.

Module 1

Module 2

Module 3

Module 4

Activation

The instructor presents an overview of various software programs. Students will recall and identify tools they have previously utilized.

Activation

The instructor will discuss and assess the information provided in the initial module and initiate further actions.

Activation

The instructor will elicit the students' prior knowledge from the preceding modules in order to provide a more elaborative explanation of Excel.

Activation

Students will use their understanding of the billing role and the modules covered earlier to develop their own spreadsheet.

Demonstration

Ask Your Computer Guy (2021, May 4) Microsoft Excel for dummies - learn the basics of Excel. [Video]. YouTube. <https://www.youtube.com/watch?v=UR2830RUWmQ>

Demonstration

Murder Mystery Game

Demonstration

The instructor will demonstrate various functions and tools available in Excel and illustrate how they will effectively document the information.

Demonstration

Students will engage in a comprehensive review of the course and complete a brief assessment.

Application

Students are provided with an Excel template and will take a brief quiz to assess their knowledge on the tools and functions within Excel.

Application

Students will answer questions pertaining to the various tools and functionalities available in Excel as they progress through the game.

Application

Students will be required to record the information from the game into the Excel template that is provided.

Application

Students will be required to create an Excel spreadsheet containing two sheets. They must document the various tools and functions they will use as a biller.

Integration

Students will engage in a collaborative discussion, sharing their proposed concepts for a spreadsheet and data they intend to incorporate.

Integration

Students will determine the necessary information to be retained from the game and outline their strategy for documenting this data in Microsoft Excel.

Integration

Students utilize their acquired knowledge to ascertain the data that they will be recording in their personal spreadsheet.

Integration

The students' project is concluded as they complete the final tasks and provide a written reflection on how these tools can enhance their job.