SimChart®
for the Medical Office

Modules
Front Office | Clinical Care | Coding & Billing
SimChart for the Medical Office is organized within a series of three tabs called Modules. These modules house the main aspects of the medical office workflow: Front Office, Clinical Care and Billing & Coding. Select any of one of these modules to begin working in the simulation. The default landing page when entering the simulation is the Front Office Calendar.

Front Office

This module features the most frequently used and referenced aspect of the daily medical office; the office calendar. The calendar sets the tone for the daily office workflow.
The calendar is familiar and easy to navigate. Students can create, edit and manage patient appointments using the Calendar View; the Exam Room and Provider Views are read-only views.

Upon entering the simulation from the Student Assignment homepage, students will always land on the Front Office calendar.

From here, students will navigate to other modules and functions of the simulation.
Additionally in the front office module, students will have the ability to create several types of correspondence found within the medical office.

There is also a Forms Repository that includes forms frequently used in a front office setting. Simply select the desired correspondence or form and then perform a patient search. These documents can be printed and/or saved to the patient record.
Modules

Clinical Care

This module features all of the clinical charting for a patient. To enter this module, select the Clinical Care tab at the top of the screen or the Find Patient icon in the Global Icons Bar. To begin charting, select a patient.

Once selected, the Patient Dashboard will display. Here, the student can view patient demographics, review previously charted information or create a new patient encounter. A new patient encounter must be created before the student can document in the patient record.
There are 3 types of patient encounters in the Info Panel; Comprehensive Visit, Office Visit and Phone Consultation. Diagnostic/Lab Results can also be entered from the Patient Dashboard.

When a new patient encounter has been created, the Allergies screen of the patient record will be displayed. From here, all patient charting can be completed and saved to the patient record.
Modules

Immunization and medication records are accessed in this module. Students can update and add in new information.

Students can document a comprehensive medical history including social and family history components.

The vital sign screens are designed for the way that vital signs are taken in the medical office.

Progress notes are set up using the SOAPE format and will help students differentiate between subjective and objective information.
This module features all of the practice management functionality in the simulation. These are all the steps a student needs to complete an encounter and get the patient “out-the-door.”
Modules

Here, students will create and view Superbills, update patient Ledgers, prepare electronic Claim forms and enter daily office charges and payments in the Day Sheet.

True to a real medical office, the user will reference a fee schedule and can even view corresponding patient progress notes to accurately prepare insurance claims.
We’re ready to help! For customer support, please visit our online technical support center at evolvesupport.elsevier.com to access self-service options or chat with a live representative, or call us at 1-800-222-9570.