



California School of Podiatric Medicine

3RD YEAR PRIVATE OFFICE CLERKSHIP GOALS AND OBJECTIVES

SAMUEL MERRITT COLLEGE

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Goals

To increase student familiarity with private practice patient and office management.

To help the student with their eventual transition from residency to private practice.

Objectives

Schedule patients, answer the telephone and work the "front office" for at least four hours.

Complete ten "superbills" with appropriate use of ICD-9 and CPT codes for Medicare and for private insurance.

Contact an insurance company to obtain pre-approval for a requested procedure or medical device.

Contact at least one referring physician to discuss a patient currently being treated by the attending podiatrist.

Write at least two letters to patients, insurance companies or referring physicians.

Setup for at least two office surgical procedures.

"Scrub in" for at least 5 office procedures: matricectomies, wart ablations, wound debridement, etc.

Submit at least one order for podiatric medical and office supplies.

Observe the attending physician interact with as many patients as possible.

Discuss at least 10 patient visits with the attending podiatrist each day, include: assessment, differential diagnosis, current and potential future treatment.