

Module 6: PREPARING FOR A CASE
M6.4 Lesson 5 – Financial Arrangements & Follow-Up
LESSON PLAN OVERVIEW

Individual Lesson	Objectives	Suggested Materials	Activities	Homework
<p>After this lesson the student will be able to:</p> <ul style="list-style-type: none"> • Understand the billing to prepare and submit an invoice correctly. • Know how to follow up on submitted invoices. <p>Duration: (0.5 hours).</p> <p>Student Interaction:</p> <ul style="list-style-type: none"> • Online; self-paced. 	<p>Learning objectives:</p> <ul style="list-style-type: none"> • Recognize the billing policy and procedures of the Supreme Court of Ohio. • Prepare an invoice correctly. • Know procedure to follow up after submitting an invoice. 	<p>Instructor Materials:</p> <ul style="list-style-type: none"> • PowerPoint slides. <p>Lecture/Course content:</p> <ul style="list-style-type: none"> • Narrated PowerPoint presentation. <p>Handouts:</p> <ul style="list-style-type: none"> • OHIO Billing Form. • Policy and Procedures (instructions). 	<p>Exercises:</p> <ul style="list-style-type: none"> • Fill out an invoice (several scenarios). 	<p>Homework:</p> <ul style="list-style-type: none"> • Fill out an invoice.