

SECTION I

SUBJECT AREA & COURSE NUMBER: Medical Assisting MED*112

COURSE TITLE: Medical Insurance and Billing

CATALOG COURSE DESCRIPTION

The topics introduced in this course are ICD-9-CM coding, CPT-4 coding, and health insurance. Also included are the banking, daily bookkeeping, and accounting practices of medical offices.

LECTURE HOURS PER WEEK: 3 CREDIT HOURS: 3

PREREQUISITE: BIO*115, CSA*105, MED*170, BOT*180

SECTION II

A. SCOPE

Course content will include the following:

1. ICD coding
2. CPT coding
3. The health insurance claim form
4. Third party reimbursement terminology
5. Professional fee, billing, and collecting
6. Banking services and procedures
7. Management of practice finances

B. REQUIRED WORK

Reading assignments from the required textbook.

Homework assignments given by instructor

Entry-level course requirement competencies

C. ATTENDANCE AND PARTICIPATION

Regular attendance and class participation are expected.

D. METHODS OF INSTRUCTION

As determined by instructor, may include lecture and discussion, demonstration, audio-visual tapes, guest speakers, group practice.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
ICD coding	1.complete reading assignments 2.complete homework assignments correctly	1.passing grade on tests and/or home quizzes 2.achievement of entry-level competency in coding set by instructor
CPT coding	same as above	same as above
health insurance claim form	1.complete reading assignments 2.complete homework assignments correctly 3.practice completing a HCFA form	1.passing grade on tests and/or quizzes 2.achievement of all related entry-level competencies in insurance form completion & use of physician's fee schedule set by instructor
bookkeeping procedures	1.complete reading assignments 2.complete homework assignments 3.practice writing bank deposits 4.practice reconciling a bank statement 5.prepare a check 6.perform billing and collection procedures 7.establish and maintain a petty cash fund	1.passing grade on tests and/or quizzes 2.achievement of entry-level competencies related to banking set by instructor 3.achievement of entry-level competency in billing & collection procedures & maintaining a petty cash fund set by instructor
medical office account procedures	1.complete reading assignments 2.complete homework assignments correctly 3.practice completing patient ledgers 4.practice posting all day sheet entries	1.passing grade on tests and/or quizzes 2.achievement of entry-level competencies in accounts receivable & payable procedures 3.achievement of all entry-level competencies related to daily accounting entry set by instructor

F. REQUIRED TEXTS AND SUPPLIES

The following texts are appropriate:

Kinn's Administrative Medical Assistant, Young, 7th Edition

Kinn's Administrative Medical Assistant Study Guide, Young, 7th Edition

AMA, Current Procedural Terminology (CPT) manual (available in library)

International Classification of Disease (ICD) manual (available in library)

A. REQUIRED INFORMATION TECHNOLOGY:

None Needed