Course Outline

COURSE: BOT 281        DIVISION: 50        ALSO LISTED AS: BOT 181

TERM EFFECTIVE: Spring 2019          CURRICULUM APPROVAL DATE: 10/09/2018

SHORT TITLE: MEDICAL BILLING

LONG TITLE: Medical Billing

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>18</td>
<td>Lecture: 3</td>
<td>Lecture: 54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab: 0</td>
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<td></td>
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<td>Total: 3</td>
<td>Total: 54</td>
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</tbody>
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COURSE DESCRIPTION:

This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250. Some computer experience. This course was previously listed as BOT 181.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

05 - Hybrid

72 - Dist. Ed Internet Delayed
STUDENT LEARNING OUTCOMES:
1. Describe the major elements of a medical accounting system office accounting system and explain how patient billing fits into the overall system.
   Measure of assessment: homework, exams
   Year assessed, or planned year of assessment: 2016
   Semester: Fall
2. Define the financial records a medical billing assistant maintains.
   Measure of assessment: homework, exams
   Year assessed, or planned year of assessment: 2016
   Semester: Fall
3. Demonstrate competency in using billing software.
   Measure of assessment: homework, project, demonstration
   Year assessed, or planned year of assessment: 2016

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/09/2018
(12 HOURS)
TOPICS:
Introduction to Patient Billing
Using the Computer for Patient Billing
STUDENT PERFORMANCE OBJECTIVES:
1. Describe the major elements of a medical accounting system office accounting system.
2. Explain how patient billing fits into the overall accounting system.
3. Define the financial records a medical billing assistant maintains.
4. Discuss the day-to-day responsibilities of a medical billing assistant.
5. Define the medical office computer databases.
6. Define the options available in a computerized system.
(6 HOURS)
TOPIC:
Managing Data with a Computerized System
STUDENT PERFORMANCE OBJECTIVES:
1. Use the computer keyboard to enter information into billing database.
3. Search for information in billing database.
4. Add a new code to billing database.
5. Create an account number for a patient.
(6 HOURS)
TOPIC:
Entering and Using Patient Information
STUDENT PERFORMANCE OBJECTIVES:
1. Add a new patient account.
2. Complete a patient information primary screen.
3. Complete a patient information supplement screen.
4. Revise patient information.
5. Delete an account for a patient who is no longer being treated by the provider.
(6 HOURS)
TOPIC:
Adding New Patients and Handling Transactions
STUDENT PERFORMANCE OBJECTIVES:
1. Transfer superbill information to software billing system.
2. Search for and enter the correct procedure and diagnosis codes.
3. Determine charges for the visit and patient balances.
4. Record patient and insurance company payments.
5. Print insurance forms and walkout receipts.
6. Edit transactions in the software billing system.
(6 HOURS)
TOPICS:
Producing Reports
Printing Statements and Insurance Forms
Processing at the End of the Month
STUDENT PERFORMANCE OBJECTIVES:
1. Print and use a transaction journal report.
2. Print and use patient ledgers.
3. Print and use patient aging reports.
4. Print and use insurance aging reports.
5. Print and use a day sheet.
6. Print and use a practice analysis report.
7. Describe the basic concepts of range, format, and print options as they apply to statements and insurance forms.
8. Print statements for one patient or a group of patients according to various criteria.
9. Print one or more insurance forms according to various criteria.
10. Print mailing labels to use when mailing forms to insurance companies.
11. Print and use the carrier-analysis report.
(16 HOURS)
TOPIC:
Patient Billing (Simulation)
STUDENT PERFORMANCE OBJECTIVES:
1. Complete the job of a medical billing assistant using date for one week.
2. Complete other medical tasks following the Office Procedures Manual instructions.
(2 HOURS)
METHODS OF INSTRUCTION:
Lecture, discussion, demonstration, guided discovery.

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 24
Assignment Description: Homework: Read Chapter 1 and 2 and complete assigned exercises. Complete Health Insurance Claim Form. Begin using billing software--navigate through menus, compare computerized billing with a manual one.
Required Outside Hours: 12
Assignment Description: Homework: Read Chapter 3. Create patient chart numbers, search the database, add new codes, and backup files.
Required Outside Hours: 12
Assignment Description: Homework: Read Chapter 4. Complete patient information on primary and supplemental screen. Add and revise information.
Required Outside Hours: 12
Assignment Description: Homework: Read Chapter 5. Enter patient charges. Record patient payments.
Required Outside Hours: 12
Required Outside Hours: 32
Assignment Description: Homework: Complete four day's entries for a medical office. Complete tasks for a medical office following appropriate procedures.

METHODS OF EVALUATION:
Problem-solving assignments
Percent of total grade: 40.00 %
Problem-solving demonstrations: 30% - 60% Homework problems, Quizzes, Exams
Skill demonstrations
Percent of total grade: 20.00 %
Skill demonstrations: 20% - 40% Class performance, Performance exams
Objective examinations
Percent of total grade: 30.00 %
Objective examinations: 30% - 60% Multiple Choice, True/False, Matching Items, Completion
Other methods of evaluation
Percent of total grade: 10.00 %
0% - 20% Student participation

REPRESENTATIVE TEXTBOOKS:
Required Representative Textbooks
Reading Level of Text, Grade: 12+ Verified by: E. Venable
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
    Not Transferable
UC TRANSFER:
    Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: B
Maximum Hours: 3
Minimum Hours: 3
Course Control Number: CCC000587634
Sports/Physical Education Course: N
Taxonomy of Program: 051420