

**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

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

**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.

2. Navigate billing database screens.

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

Assignment Description: Homework: Read Chapters 6, 7, and 8. Print: Transaction Journal Report, Patient Ledgers, Patient Aging Reports, Insurance Aging Reports, and Patient Day Sheets.

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

Cindy Correa. Getting Started in the Computerized Medical Office: Fundamentals and Practice. Boston, MA: Cengage Learning, 2013.

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