

Medical Coding & Billing

Course Design

2005-2006

Course Information

Organization	EASTERN ARIZONA COLLEGE
Division	Science & Allied Health
Course Number	HCE 120
Title	Medical Coding & Billing
Credits	3
Developed by	Dr. Sozanski
Lecture/Lab Ratio	3 hours lecture/wk plus 16 hrs work experience
Transfer Status	Non-Transfer
Activity Course	No extended registration
CIP Code	51.0800
Assessment Mode	Pre-Post Test (Questions = 33, Points = 60)
Semester Taught	Offered Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Goals

Students will demonstrate knowledge and skills necessary for a medical assistant.

Description

This course is focused on knowledge necessary to perform medical assistant's administrative duties. The content includes introduction to medical assisting and health profession, ethics, safety, and security in the medical office, integrated administrative procedures, health insurance, medical coding and billing.

Textbooks

Lindh, Pooler, Tamparo, Cerrato. *Delmar's Comprehensive Medical Assisting*. Publisher: Delmar.
Required

Supplies

None

Competencies and Performance Standards

1. Acquaint self with the general procedures in medical assisting.

Learning objectives

What you will learn as you master the competency:

- a. Explain the profession of medical assisting and analyze its career opportunities in relationship to your interests.
- b. State the importance in understanding the scope of practice for the medical assistant.
- c. Analyze the benefits and limitations of working in the different health care settings.
- d. Discuss the role of medical assistant in the health care team.
- e. Name and describe the role of medical specialists.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

2. Acknowledge federal regulations and guidelines.

Learning objectives

What you will learn as you master the competency:

- a. Describe the purpose of standard precautions and give six examples of ways health care providers should practice standard precautions.
- b. Describe disposal of infectious waste.
- c. Discuss the importance of CLIA to the medical assistant.
- d. Identify two OSHA standards that seek to safeguard employees.
- e. Describe MSDS manuals and their purpose. Differentiate among the four colors and five numbers of the National Fire Protection Association.
- f. Discuss components of the bloodborne standard. Analyze what the law covers.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Criteria - Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

3. Accept responsibility in medical practice.

Learning objectives

What you will learn as you master the competency:

- a. Define the medical assistant's role in legal issues.
- b. Describe the use of contracts in ambulatory care setting.
- c. Discuss the standard of care for health care professional.
- d. Explain the 4 D's of negligence.
- e. Define and give example of torts.
- f. Explain the necessity of informed consent.
- g. Describe procedures to follow in documenting and reporting abuse.
- h. Discuss Good Samaritan Laws, physician's directives, and the Americans with Disabilities Act.
- i. Compare the AAMA and the AMA Codes of Ethics.
- j. Relate the five principles or standards of conduct adopted by the AMA.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Criteria - Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

4. Describe integrated administrative procedures.

Learning objectives

What you will learn as you master the competency:

- a. Discuss the importance of the physical office environment to the patient's care.
- b. Identify the important personality characteristics the medical receptionist should possess.
- c. Describe the procedure to use when an unexpected delay causes patients to wait for the physician.
- d. Demonstrate the use of computer in the ambulatory care setting.
- e. Outline the proper procedure for answering incoming calls.
- f. Recall six questions that should be asked during telephone triage.
- g. Elaborate on how problem calls should be handled in a professional manner and give three steps to take when a problem call is received.
- h. Prepare a daily appointment sheet. Describe how it differs from a daily worksheet.
- i. Describe the six considerations in scheduling appointments.
- j. Describe the purpose and content of a patient information brochure.
- k. Manage the medical records.

1. Compose and key letters using appropriate component parts of a business letter.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Criteria - Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

5. Demonstrate skills in managing facility finances.

Learning objectives

What you will learn as you master the competency:

- a. Discuss the various credit arrangements for patient fees.
- b. Differentiate between manual and computerized bookkeeping systems.
- c. Demonstrate proficiency in establishing and maintaining daily financial practices.
- d. Explain the difference between the HCFA-1500 and the UB92 forms.
- e. Recall at least five examples of medical insurance coverage.
- f. Demonstrate the process of procedure and diagnosis coding.
- g. Demonstrate the coding a sample claim form.
- h. Describe the advantages of billing at time of service.
- i. Recall three special collections problems encountered in the ambulatory care setting.
- j. Describe the four different types of bookkeeping and accounting systems.
- k. Explain the use and validity of the income statement and the balance sheet.
- l. Identify proper steps in accounts payable management.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Criteria - Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

6. Discuss professional procedures.

Learning objectives

What you will learn as you master the competency:

- a. Manage office and resources.
- b. List three methods of increasing productivity and efficient time management approaches.
- c. Describe the purpose and benefit of marketing.

- d. Define records management, financial management, facility and equipment management, and risk management.
- e. Describe the steps involved in payroll processing.
- f. Describe liability coverage and what is meant by bonding.
- g. Explain the function of the office policy manual.
- h. Describe appropriate evaluation tools for employees.
- i. List and define a minimum of four laws related to personnel management.
- j. Prepare for externship.

Performance Standards

Competence will be demonstrated:

- o in completion of the work experience.
- o in completion of the tests.

Criteria - Performance will be satisfactory when:

- o learner participates in class discussion and activities.
- o learner practices required assignments and procedures.

Types of Instruction

Classroom Presentation & Demonstration

Simulated or Actual Work Experience

Grading Information

Grading Rationale

A pretest will be administered at the beginning of the course, which will not count as part of the final grade. Three practical exams will count as 75% of the final grade. The final written exam (posttest) will count as 25% of the final course grade.

Grading Scale

A	92-100%
B	83-91.99%
C	75-82.99%
D	67-74.99%
F	0-66.99%