Department:

Business

Course Description:

This course is a continuation of ACC 125 and is designed to give students the opportunity to use additional microcomputer accounting technology, including medical billing and coding software.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use medical billing and coding software
   a. Journalize and post payroll journal entries
   b. Describe types of medical insurance
   c. Identify and use the special terms, marks, abbreviations, and symbols used in the various coding systems
   d. Complete insurance forms for government programs, workers’ compensation, Blue Cross and Blue Shield, private payers, and managed care
   e. Identify legal and ethical considerations with emphasis on HIPAA privacy rules, confidentiality, and fraud related to insurance
   f. Discuss various types of RAs/EOBs and the collection process
   g. Describe the billing cycle in a medical office
   h. Explain the difference between procedure and diagnosis coding
   i. Apply basic accounting principles
   j. Enter patient demographic and clinical data
   k. Create and print patient statements
   l. Create and analyze reports
   m. Manage appointment scheduling

2. Use Peachtree accounting software
   a. Create a company in Peachtree
   b. Manage customer and vendor information
   c. Generate reports
   d. Write and print checks
   e. Add custom fields
   f. Set up a budget
   g. Protect and back up data
   h. Create invoices and credit memos
   i. Manage bank account transactions
ACC 165 – Microcomputer Accounting
Applications II
Prerequisite: ACC 125
4 Credit Hours

Course Content:

A. Patient to Payment
   1. From Patient to Payment: Becoming a Medical Insurance Specialist
   2. HIPAA and the Legal Medical Record
   3. Diagnostic Coding
   4. Procedural Coding
   5. Payment Methods: Managed Care and Indemnity Plans
   6. Health Care Claim Preparation
   7. Claim Transmission, RA/EOB Follow-up, and Collections
   8. Blue Cross and Blue Shield
   9. Medicare
  10. Medicaid
  11. TRICARE and CHAMPVA
  12. Workers’ Compensation
  13. Disability
  14. Dental Insurance
  15. Hospital Insurance

B. Computers in the Medical Office
   1. The Medical Office Billing Process
   2. Information Technology and HIPAA
   3. Introduction to Medisoft
   4. Entering Patient Information
   5. Entering Insurance, Account, and Condition Information
   6. Entering Charge Transactions and Patient Payment
   7. Creating Claims
   8. Posting Insurance Payments and Creating Patient Statements
   9. Printing Reports
  10. Collections in the Medical Office
  11. Scheduling
  12. Handling Patient Records and Transactions
  13. Setting Up Appointments
  14. Printing Lists and Reports
  15. Putting It All Together

C. Peachtree Accounting
   1. Exploring PCA
      a. Bellwether Garden Supply
      b. Vendors
      c. Customers
      d. Employees
      e. General Ledger, Inventory, and Internal Control
      f. Job Cost
      g. Financial Statements
h. Stone Arbor Landscaping: Time & Billing

2. PCA for Service Businesses
   a. New Company Setup and Beginning Balances
   b. Maintaining Accounting Records for Service Businesses
   c. Completing Quarterly Activities and Closing the Fiscal Year

3. PCA for Merchandising Businesses
   a. Vendors and Purchases
   b. Customers and Sales
   c. Inventory and Services
   d. Employee, Payroll, and Account Reconciliation

Learning Assessments:

Students will be evaluated by use of graded assignments, comprehensive assignments, projects, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.
Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.