Department:

Medical Office Assistant

Course Description:

This course is designed to educate the health care team member with the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures.

Course Competencies:

At the completion of this course, students will be able to...

1. Obtain medical practice reimbursement through insurance claims submission.
2. Demonstrate industry coding.
3. Demonstrate understanding of health insurance specific terminology
4. Evaluate health care records for the purpose of coding
5. Apply legal and ethical concepts to the practice of medicine while following HIPAA.
6. Demonstrate effective time and resource management.
7. Apply reception and administrative skills.
8. Utilize information technology.
9. Solve problems in a critical, creative and ethical manner.
10. Apply managed care policies and procedures
11. Apply insurance guidelines for each patient.
12. Demonstrate effective communication skills
13. Serve as a healthcare liaison

Course Content:

1. Introduction to Computers in the Medical Office
2. HIPAA & the Legal medical Record
3. Diagnostic Coding
4. Procedural Coding
5. Health Care Claim Preparation
   a. Blue Cross Blue Shield
   b. Medicare
   c. Medicaid
   d. TRICARE and CHAMPVA
   e. Workers’ Compensation & Disability
6. Medisoft Advanced Training
   a. Introduction to Medisoft
   b. Entering Patient Information
   c. Entering Insurance, Account, and condition Information
   d. Entering Charge Transactions and Patient Payments
   e. Creating Claims
   f. Posting Insurance Payment and Creating Statements
   g. Printing Reports
   h. Collections in the Medical Office
   i. Scheduling

Learning Assessments:

Assignments, chapter tests, quizzes, attendance, final.

Instructional Materials:

TBA

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.