A. COURSE DESCRIPTION

Credits: 4  
Lecture Hours/Week: 4  
Lab Hours/Week: *.*  
OJT Hours/Week: *.*  
Prerequisites: None  
Corequisites: None  
MnTC Goals: None

This course introduces the principles of medical law and ethics and prepares the learner to handle financial transactions of a medical office. Daily bookkeeping procedures, billing and collection techniques, and insurance claim submission are explored in both traditional and electronic venues.

B. COURSE EFFECTIVE DATES:  08/25/2003 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Apply knowledge of HIPAA.  
2. Identify fraud and abuse situations.  
3. Process CMS 1500 and UB claim forms.  
4. Demonstrate knowledge of electronic billing requirements and EDI.  
5. Apply knowledge of coding for medical necessity.  
6. Understand reimbursement methodologies.  
7. Apply knowledge of Medicare guidelines.  
8. Apply knowledge of Medicaid guidelines.  
9. Understand BCBS claims instructions.  
10. Identify workers compensation rules and regulations.  
11. Demonstrate unique managed healthcare billing requirements.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate knowledge of financial management in a medical office.  
2. The learner will demonstrate knowledge of medical insurance and claims processing.  
3. The learner will demonstrate proficiency in computerized account maintenance, charge entry and patient/insurance billing.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted