A. COURSE DESCRIPTION

Credits: 4
Lecture Hours/Week: 4
Lab Hours/Week: 0
OJT Hours/Week: *
Prerequisites: None
Corequisites: ADMM 2604
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 manual and electronic venues.

B. COURSE EFFECTIVE DATES: 05/03/2023 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Apply knowledge of Health Insurance Portability and Accountability Act (HIPAA).
2. Identify fraud and abuse situations.
4. Demonstrate knowledge of electronic billing requirements.
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 commercial payor claims instructions.
10. Identify workers compensation rules and regulations.
11. Demonstrate unique managed health care 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