

**BILLING PROCESSES AND ACCOUNTS RECEIVABLE MANAGEMENT (HSC 1662)**

*Knowledge and application of some basic computer skills are needed to be successful in some of the healthcare courses and in the healthcare setting in general.*

**COMPUTERS FOR THE HEALTHCARE SETTING** is strongly recommended and includes:

- *Introduction to Computers*
- *Microsoft Word*
- *Keyboarding*

**Insurance Billing Processes and Accounts Receivable Management HSC 1162**  
*Revenue & Reimbursement, Medicare, Medicaid, Worker’s compensation, Tri-care, and Commercial Insurance Billing*

**Thursday  
 4:30 – 7:30 PM  
 8 weeks (24hrs)  
 \$295  
 Gail Thomas**

HSC 1662 004	2/18/10 – 4/1/10	(2/18,2/25, 3/4,3/11,3/18,3/25,4/1)
HSC 1662 005	6/17/10-8/5/10	(6/17,6/24,7/1,7/8,7/15,7/22,7/29,8/5)
HSC 1662 006	10/21/10-12/16/10	(10/21,10/28,11/4,11/11,11/18,12/2,12/9,12/16)

**Program Overview:**

This 24 hour course provides practical applications of complete patient billing and insurance procedures for the medical office. The purpose of this course is to provide the student with a realistic approach to computerized billing principles for a healthcare practice.

Revenue and Reimbursement, Medicare, Medicaid, Worker’s compensation, Tri-care, and Commercial Insurance Billing will be presented. AMS clinic software applications will be used.

**Course Cost:** \$295- Book is available at York Technical College bookstore approx. \$130.

**Salary Range:** \$8 - \$10 and up

**Career Opportunities:** Hospitals, Insurance Companies, Clinics, Dr.’s offices, Independent Insurance and Coding Agencies....

**If you have any questions please contact:  
 Continuing Education/ Health and Human Services  
 Fax (803) 981- 7327**

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*To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.*