

YORK TECHNICAL COLLEGE

COURSE INFORMATION

COURSE PREFIX/NO: ACC 241
COURSE TITLE: COMPUTERIZED PATIENT BILLING
LECTURE HOUR/WEEK: 1.0
LAB HOUR/WEEK: 0.0
CREDIT HRS/SEMESTER: 1.0

[DL ATTENDANCE/VA STATEMENT](#) [TEXTBOOK INFORMATION](#)

COUSE DESCRIPTION:

This course provides practical applications of complete patient billing and insurance procedures for the medical office.

COURSE PURPOSE:

The purpose of this course is to provide the student with a realistic approach to computerized billing principles for a healthcare practice. The text/workbook, in conjunction with the Medisoft for Windows software and accompanying problem set disk, provide a comprehensive package for learning computerized medical billing.

COURSE COMPETENCIES:

Upon successful completion of this course, the student should be competent in performing the following tasks with 70% or higher accuracy:

Module I- Introduction to Computers in the Medical Office

- Identify and define the key terms associated with computerized billing systems
- Provide general information to the billing software.
- Perform billing system set-up for a new business
- Operate the computer and billing software using a keyboard.

Module II- Medisoft for Windows Training

- Identify the components and procedures required to complete an automated billing cycle for a medical care business
- Perform patient account maintenance.
- Display and print reports.
- Perform patient, guarantor, provider, and carrier maintenance.

Module III- Application of Concepts

- Perform and describe the billing process.
- Record, enter, and correct daily transactions.
- Display and print all patient information

ENTRY LEVEL SKILLS

Students should be familiar with standard keyboard and have some ability to type.

PREREQUISITES: None

CO-REQUISITES- None

METHODS OF INSTRUCTION:

The instructor will use a discussion demonstration method to present information to the students on the chapters to be covered during the first two to three weeks of class. The student will then work on assigned chapters and simulation problems. Individual help will be given to students who may experience difficulty with problems.

ACADEMIC INTEGRITY:

The policy stated in the York Technical College Handbook will be enforced. Any student violating the school policy will be subject to the academic discipline.

ATTENDANCE POLICY:

Traditional students are responsible for attending all scheduled meetings in the course until they have completed all course requirements. Distance Learning students are responsible for all material covered and for all assignments made for the class. Students who are absent from a class more than 20 percent of the hours assigned will be withdrawn. If the need to be withdrawn occurs after mid-semester, the student will receive a grade of "WF" with no exceptions.

GRADING PROCEDURE:

The student will be given two written tests which will cover general information related to Medisoft Patient Billing and will count 40 percent of the final grade. A total of 12 computer printouts will be graded and will count 60 percent of the final grade. Any work handed in after the due date will result in a two-point reduction to the final grade for each date late. All work must be complete or a grade of "F" will be assigned.

Module 1 Assessment	Chapters 1-2	20%
Module II Assessment	Chapters 3-9	20%
Module III Assessment	Chapters 10-16	60%

Grade	Score
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
W	Withdrawn by mid-semester

COURSE OUTLINE

- Introduction
- Using the Computer for Patient Billing
- Managing Data with a Computerized System
- Entering Patient and Case Information
- Processing Transactions
- Producing Reports and Patients' Statements
- Processing Claims

ACC 241 Computerized Patient Billing

Grading Sheet

Hands on Assessments

Chapter 12 Printouts

Chapter 13 Printouts

Chapter 14 Printouts

Chapter 15 Printouts

Total _____ 60%

Printouts and test are due on assigned dates noted on course calendar; any work turned in late will result in points being deducted.