

## Master Syllabus

### MAS 2210 - Medical Billing Specialist

**Division:** Health Sciences

**Department:** Medical Assistant Technology

**Credit Hour Total:** 2.0

**Lecture Hrs:** 1.0 **Lab Hrs:** 3.0

**Prerequisite(s):** HIM 1201

**Date Revised:** June 2014

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#### Course Description:

This course is designed to introduce the student to the practice of medical billing within the medical office, including the use of computerized medical billing software. It is also designed to introduce the student to the principles of bookkeeping, automated and manual patient financial accounting, collection techniques, employee payroll and banking procedures. One classroom, three lab hours per week.

#### General Education Outcomes:

- Written Communication Competency
- Critical Thinking/Problem Solving Competency
- Computer Literacy Competency

#### Course Outcomes:

##### Medical Insurance

Describe and compare different types of payers for medical insurance and compliant billing strategies.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% on given exam

**Assessment Method:** Simulations

**Performance Criteria:**

77% on given rubric

##### Basic Practice Finances

Understand the fundamentals of bookkeeping and the financial record-keeping including banking procedures to perform acceptable accounting practices.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:**

77% or better on given rubric

##### Patient Billing and Collections

Describe the function of patient billing and the methods used to collect outstanding balances due on patient accounts.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:**

77% or better on given rubric

##### The Medical Billing Process

Demonstrate the steps from the patient encounter to the completion of insurance claim forms, and abstracting information from the medical record to obtain preauthorizations.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:**

77% or better on given rubric

##### Professional Fees

Describe the fee schedules created by physicians for charges as well as the methods used by payers to reimburse physicians, and effectively communicate insurance benefits to patients.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam

**Assessment Method:** Simulations

**Performance Criteria:**

77% or better on given rubric

**Outline:**

Introduction to Medical Insurance  
The Medical Insurance Billing Process  
Professional Fees  
Patient Billing and Collection  
Basic Practice Finances