

Common Course Outline
OFAD 251
Medical Billing and Patient Accounting
3 Credits

The Community College of Baltimore County

Description

This course introduces the billing and accounting processes of the medical office. It explains how to input patient information, schedule appointments, and handle patient billing. Students will learn how to handle insurance claims, both on paper forms and electronically, and will produce a variety of lists and reports. *Prerequisite: OFAD 141*

Overall Course Objectives

Upon successful completion of this course, students will be able to:

1. Enter information on new patients using patient accounting software
2. Edit information on established patients using patient accounting software
3. Schedule appointments electronically
4. Enter transactions to patient accounts
5. Record payments and adjustments from patients and insurance companies
6. Print walkout receipts, statements, and reports
7. Submit insurance claims to carriers electronically

Major Topics

1. Flow of Information in the Medical Office
2. Role of Computers in the Medical Office
3. Introduction to Patient Accounting Software
4. Entering Patient Information
5. Working with Individual Cases
6. Entering Transactions
7. Entering Payment and Adjustments
8. Patient Scheduling
9. Claims Management
10. Printing Reports and Bills
11. Filing Electronic Claims

Course Requirements

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

1. At least 6 quizzes
2. Simulation activities
3. Final project.

Individual faculty members may include in their syllabus additional course objectives, major topics, or other course requirements in addition to the minimum expectations stated in this Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career, and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities, and preparing for tests.