

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

**The Community College of Baltimore County**

**Description**

**OFAD 251 – 3 credits – Medical Billing and Patient Accounting** introduces students to the billing and accounting processes of the medical office. This course teaches the medical billing cycle and reimbursement principles and covers the electronic health record and HIPAA patient information protection. Students use a simulated patient accounting software system to input patient information; schedule appointments; enter charges, payments, and adjustments; post insurance payments; and create patient statements. Students also learn to interpret graphically displayed healthcare accounting information.

**3 Credits; 2 lecture hours, 2 laboratory hour**

**Prerequisites:** OFAD 114 or OFAD 160 and OFAD 146

**Overall Course Objectives**

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

1. explain the billing and reimbursement cycle;
2. identify the functions of the electronic health record;
3. discuss Health Insurance Portability and Accountability Act (HIPAA) guidelines as they relate to patient privacy and security procedures;
4. compare and contrast differences in third-party payers;
5. calculate allowed benefits from a commercial insurance carrier and a government carrier;
6. enter information on new patients using patient accounting software;
7. edit information electronically on established patients;
8. enter transactions to patient accounts;
9. record payments and adjustments from patients and insurance companies;
10. print walkout receipts, statements, and reports;
11. explain the process of electronic claims submission; and
12. interpret healthcare accounting information reported in graphs and tables.

**Major Topics**

- I. Medical and Reimbursement Billing Cycle
- II. Electronic Health Record
- III. HIPAA
- IV. Patient Accounting Software
- V. Major Health Insurance Carrier Regulations and Reimbursement Allowances
- VI. Entering Patient Information
- VII. Entering Transactions, Payments, and Adjustments

- VIII. Patient Scheduling
- IX. Insurance Claims Management
- X. Healthcare Accounting Data

### **Course Requirements**

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

### **Grading/exams**

- At least three quizzes
- At least four graded patient accounting software application assessments
- Midterm exam
- Comprehensive final exam

**Written Assignments:** Students are required to utilize appropriate academic resources.