**PATIENT BILLING**  
Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>ADMN-A0078</th>
<th>OHLAP Credit:</th>
<th>No</th>
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<tbody>
<tr>
<td>OCAS Code:</td>
<td>None</td>
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<tr>
<td>Course Length:</td>
<td>180 Hours</td>
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<tr>
<td>Career Cluster:</td>
<td>Business, Management &amp; Administration</td>
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<tr>
<td>Career Pathway:</td>
<td>Administrative &amp; Information Support</td>
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<tr>
<td>Career Major(s):</td>
<td>Medical Office Assistant, Medical Insurance Coder</td>
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**Pre-requisite(s):**  
Foundations of Medical Office Assistant/ Medical Terminology

**Course Description:**  
This course provides an overview of the medical office accounting procedures, introduces you to the features of a patient billing system, and presents important concepts relating to a medical office accounting function. Simulated practice allows the student to assume the role of a medical billing assistant in a doctor’s office using cutting-edge patient billing software.

**Textbooks:**  

**Course Objectives:**

<table>
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<tr>
<th>Course Objective</th>
<th>Description</th>
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| **A. Understand CHAMPUS.** | 1. Determine the personal deductible for military retirees on the TRICARE Standard.¹  
2. Define the Defense Enrollment Eligibility Reporting System (DEERS).¹ |
| **B. Explain HIPAA.** | 1. Explain how HIPAA applies to Electronic Claims, Information Security, and Patient Privacy.¹ |
| **C. Understand Medicaid.** | 1. Determine the time frame for submitting a traditional Medicaid claim.¹  
2. Determine the maximum time frame for filing an appeal for a Medicaid claim.¹  
3. Define and apply the theory of reciprocity.¹  
4. Identify which group is excluded from Medicaid cost sharing.¹ |
| **D. Demonstrate Basic Knowledge of Medical Billing.** | 1. Determine which diagnoses, procedures, modifiers, and multipliers should be placed on a claim form.¹  
2. Identify and define symbols used in the CPT book.¹  
3. Define HCPCS Codes.¹  
4. Define Super bill.¹ |
| **E. Describe the Medical Billing Process.** | 1. Define upcoding.¹ |
F. Understand Medicare.
1. Identify which agency issues the UPIN codes.¹
2. Define Medigap, and prevailing charge.¹
3. Determine benefits for Part A and Part B of Medicare.¹
4. Identify the information on a Medicare health card.¹
5. Determine the qualifications for Medicare disability coverage.¹
6. Define the basis of fraud for Medicare purposes.¹
7. Determine a primary and secondary payers for Medicare claims.¹
8. Describe the types of claims handled by fiscal intermediaries.¹

G. Understand TRICARE.
1. Determine eligibility.¹
2. Identify the plans and the Fiscal Intermediary.¹

H. Explain Electronic Claims.
1. Identify the advantages of using electronic claims.¹
2. Define clearinghouses.¹

I. Understand Managed Care.
1. Define Pre-authorization, Capitation, professional courtesy write-off, managed care.¹

J. Demonstrate Knowledge of Medical Billing.
1. Identify the three volumes of the ICD-9-CM.¹
2. Define V codes.¹
3. Determine the number of chapters for classification of diseases and injuries.¹
4. Identify the six sections of the CPT Coding Book.¹
5. Identify the key components in the Evaluation and Management code section.¹
6. Identify and define symbols used in the CPT book.¹
7. Locate where the short code descriptions for the current year in the CPT book.¹
8. Determine the time required for medical record retention.¹
9. Identify the form indicators on the HCFA Forms.¹
10. Define the following terms: Diagnostic Related Groups (DRG) rate, COBRA, claim window,
    indemnity benefit, fees schedule, and balanced billing.¹
11. Determine which diagnoses, procedures, modifiers, and multipliers should be placed on a claim form.¹
12. Determine which box on the HCFA form the MEDIGAP information appears.¹
13. Determine the place of service code.¹

K. Create Appropriate Medical Billing Documents.
1. Identify where the date of birth is placed on the CMS Form ¹500.¹
2. Determine the proper way to bill the repair of multiple lacerations.¹

L. Use Appropriate Medical Terminology.
1. Define the following terms: malac(o), syndesm, abduction, ule, dolicho,
   chronic, trophy, radius, rachi, ectasia, obstetrician, specialist and colpospasm.¹

M. Understand Specialty Billing.
1. Define ERISA Benefit Requirements and ERISA Eligibility.¹

N. Explain Workman's Compensation.
1. Define Workman’s Compensation benefits.¹
2. Define the FECA Program.¹

¹ODCTE objective

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.