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

The Community College of Baltimore County

Description

MDAS 251 – 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 Health Insurance Portability and Accountability Act (HIPAA) patient information protections. 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. This course is the same as OFAD 251.

3 Credits: 2 lecture hours, 2 laboratory hours

Prerequisites: OFAD 114 or OFAD 160 and MDAS 146 or OFAD 146, or permission of program coordinator.

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 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 will 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 use appropriate academic resources.

Date Revised: 12/1/2015