GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: BOT 281   DIVISION: 50   ALSO LISTED AS: BOT 181

TERM EFFECTIVE: Fall 2023   CURRICULUM APPROVAL DATE: 12/12/2023

SHORT TITLE: MEDICAL BILLING

LONG TITLE: Medical Billing

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
3	18	Lecture: 3		54
		Lab: 0		0
		Other: 0		0
		Total: 3		54

Out of Class Hrs: 108.00
Total Learning Hrs: 162.00

COURSE DESCRIPTION:

This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass/no pass. ADVISORY: Some computer experience.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES
        L - Standard Letter Grade
        P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:
>   02 - Lecture and/or discussion
>   05 - Hybrid
>   71 - Dist. Ed Internet Simultaneous
>   72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Describe the major elements of a medical accounting system office accounting system and explain how patient billing fits into the overall system.
2. Define the financial records a medical billing assistant maintains.
3. Demonstrate competency in using billing software.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Describe the financial records a medical billing assistant maintains.
2. Discuss the day-to-day responsibilities of a medical billing assistant.
3. Use the computer keyboard to navigate, search and enter information into the billing database.
4. Determine, record, edit and print forms and charges for a patient's visit.
5. Print and use various reports and ledgers.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/12/2023

12 HOURS

TOPICS:

Introduction to Patient Billing. Using the Computer for Patient Billing.

6 HOURS

TOPICS:

Managing Data with a Computerized System.

6 HOURS

TOPICS:

Entering and Using Patient Information. Adding, Completing, Revising and Deleting Accounts.

6 HOURS

TOPICS:

Adding New Patients and Handling Transactions.

6 HOURS

TOPICS:

Producing Reports. Printing Statements and Insurance Forms. Processing at the End of the Month.

16 HOURS

TOPICS:

Patient Billing. Perform Simulations.

2 HOURS

Final Exam

METHODS OF INSTRUCTION:

Lecture, discussion, demonstration, guided discovery.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 24

Assignment Description

Homework: Read Chapter 1 and 2 and complete assigned exercises. Complete Health Insurance Claim Form. Begin using billing software--navigate through menus, compare computerized billing with a manual one.

Required Outside Hours 12

Assignment Description

Homework: Read Chapter 3. Create patient chart numbers, search the database, add new codes, and backup files.

Required Outside Hours 12

Assignment Description

Homework: Read Chapter 4. Complete patient information on primary and supplemental screen. Add and revise information.

Required Outside Hours 12

Assignment Description

Homework: Read Chapter 5. Enter patient charges. Record patient payments.

Required Outside Hours 12

Assignment Description

Homework: Read Chapters 6, 7, and 8. Print: Transaction Journal Report, Patient Ledgers, Patient Aging Reports, Insurance Aging Reports, and Patient Day Sheets.

Required Outside Hours 36

Assignment Description

Homework: Complete four day's entries for a medical office. Complete tasks for a medical office following appropriate procedures.

METHODS OF EVALUATION:

Problem-solving assignments

Evaluation Percent 40

Evaluation Description

Problem-solving demonstrations: 30% - 60%

Homework problems,

Quizzes,

Exams

Skill demonstrations

Evaluation Percent 20

Evaluation Description

Skill demonstrations: 20% - 40%

Class performance,

Performance exams

Objective examinations

Evaluation Percent 30

Evaluation Description

Objective examinations: 30% - 60%

Multiple Choice,

True/False,

Matching Items,

Completion

Other methods of evaluation

Evaluation Percent 10

Evaluation Description

0% - 20% Student participation

REPRESENTATIVE TEXTBOOKS:

Getting Started in the Computerized Medical Office: Fundamentals and Practice, Cindy Correa, Cengage Learning, 2019 or a comparable textbook/material.

ISBN: 1435438477

12+ Grade Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION

       Associate Degree:

       CSU GE:

       IGETC:

       CSU TRANSFER:

              Not Transferable

       UC TRANSFER:

              Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours: 3

Minimum Hours: 3

Course Control Number: CCC000587634

Sports/Physical Education Course: N

Taxonomy of Program: 051420