

## CUMBERLAND COUNTY COLLEGE

Course: OA 217: Medical Office Accounting

Credits: 3

Prerequisites: OA 109, HS 103

Description:

Topics include maintenance of computer-based financial records, processing Medicare and insurance payment forms, depositing receipts, preparing the budget, and financial analysis in a medical office environment.

Learning Outcomes:

At the completion of this course, students will be able to:

- Maintain computer based financial records
- Process various insurance payment forms
- Discuss legal and regulatory issues
- Differentiate reimbursement methodologies
- Utilize medical coding skills

Topical Outline:

- Health Insurance Specialist Career
- Introduction to Health Insurance
- Managed Health Care
- Processing an Insurance Claim
- Legal and Regulatory Issues
- ICD-9 CM Coding
- ICD-10 CM Coding
- CPT Coding
- HCPCS Level II Coding
- CMS Reimbursement Methodologies
- Coding for Medical Necessity
- Essential CMS-1500 Claim Instructions
- Commercial Insurance
- Blue Cross Blue Shield
- Medicare
- Medicaid
- TRICARE
- Worker's Compensation

Text: Green, Michelle & Rowell, JoAnn C. (2013). *Understanding Health Insurance: A Guide*

*to Billing and Reimbursement* (11th Ed.). Cengage Learning.

**Student Assessment:** Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

**Academic Integrity:** Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

#### **Tutoring & Project Assist**

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

#### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.