

I. COURSE INFORMATION

- A. Allied Health NHA 239 Medical Office Accounting
- B. 3 credit hours
- C. Sanderson, Susan. *Computers in the Medical Office*. 9th ed. Ohio: McGraw-Hill, 2016
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course is a comprehensive overview of basic online accounting. The curriculum is based on the concepts of accounting with practical application utilizing the Medisoft system.

III. LEARNING OUTCOMES

- A. Describe the billing cycle in a medical office
- B. List various types of health insurance providers
- C. Explain the difference between procedure and diagnosis coding
- D. Apply basic accounting principles
- E. Process insurance claims and explain the importance of clean claims
- F. Enter patient demographic and clinical data
- G. Know when to use an existing case or create a new case
- H. Enter charges and payments from patients
- I. Post deposits, payments, and adjustments from third party payers
- J. Create and print patient statements
- K. Create and analyze reports
- L. Appointment scheduling
- M. Understand or explain the various claim forms (CMS1500, HIPAA 837P)

IV. MAJOR CONTENT AREAS

- A. Computers in the medical office
- B. Medisoft advanced training
- C. Applying skills
- D. Source documents

V. ASSIGNMENTS (may include but are not limited to)

- A. Reading assignments
- B. Written assignments
- C. Medisoft system exercises

VI. EVALUATION METHODS (may include but are not limited to)

- A. Quizzes
- B. Exams