

COURSE OUTLINE

Revision: Marla Lockhart Date: March 6, 2002

DEPARTMENT:	Business (BUS)
CURRICULUM:	Medical Office Clerk Certificate
COURSE TITLE:	Software Applications for Healthcare
COURSE NUMBER:	AHE 124
TYPE OF COURSE:	Vocational Preparatory
COURSE LENGTH:	1 Quarter
CREDIT HOURS:	4
LECTURE HOURS:	33
LAB HOURS:	22
CLASS SIZE:	25
PREREQUISITES:	BUS 104 or BUS 106; BUS 170, AHE 168 or Instructor Permission. This class is taken concurrently with Medical Coding and Insurance Processing (AHE 130)
COURSE DESCRIPTION:	Students will gain hands on use of Patient Accounting Software. Features include standard HCFA health insurance claims forms, diagnoses codes, patient ledgers, statements, patient appointment book, and specialized reporting. Must be taken concurrently with Medical Coding and Insurance Processing.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Communication -Reading, writing and listening to actively learn and communicate. Speak and write effectively for personal, academic and career purposes. Understand data and input appropriately for effective communication and processing.
2. Computation -Use mathematical skills to calculate systemized codes and classifications. Use arithmetic and basic mathematical operations to calculate processing of medical claims.
3. Human Relations -Use social interactive skills to work in groups effectively. Communicating and resolving problems through electronic medium.
4. Technology -Use technology to learn ICD-and CPT coding. Use technology to accurately process billing statements to insurance companies and patients.

5. Critical Thinking and Problem Solving -Think critically in evaluating information, solving problems and making decisions. Determine codes, classifications and payments using critical thinking.
6. Personal Responsibility -Pride in ones work, motivation to continue learning. Be motivated and able to continue learning and adapt to change. Value one's own skills, abilities and ideas.
7. Information Literacy -Access and evaluate information from a variety of sources and contexts. Use information to achieve personal, academic and career goals. Use textbook and online help to access necessary information.

#### GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Hands-on use of Patient Accounting Software
2. Processing standard HCFA health insurance claims forms.
3. Demonstrate knowledge of ICD-9 (International Classification of Diseases) using an electronic software program.
4. Demonstrate knowledge of CPT (Current Procedural Terminology) coding systems using an electronic software program.
5. Apply both ICD-9 and CPT codes to electronic patient statements and insurance billings.
6. Maintain, post, and adjust patient ledger balances.
7. Schedule patient appointments
8. Apply mathematical skills to medical insurance situations
9. Apply computer skills to medical claims processing
10. Demonstrate accuracy in medical claims processing
11. Identify and use appropriate resources for problem solving
12. Receive, interpret and follow both written and verbal instructions
13. Interpret business data
14. Demonstrate knowledge of laws and regulations

#### TOPICAL OUTLINE:

#### APPROX. HOURS

I.	Using the Computer for Patient Billing	4
II.	Managing data with a computerized system	4
III.	Entering and using patient information	4
IV.	Adding new patients and handling transactions	4
V.	Appointment Scheduling	4
VI.	Standard HCFA health insurance claims forms	12
VII.	Electronic Insurance Processing	15
VIII.	Patient Ledgers and Statements	4
IX.	Producing Specialized Reports	4
	TOTAL	55

REVISED BY: Judy Gray | Kim Alexander  
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