

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** HIM 143 **Credits:** 2

**Course Title:** Managing Electronic Billing in a Medical Practice

**Course Description (including lecture hours, lab hours, total contacts)**

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues. Corequisite: HIM 151. Lecture 2 hours per week.

**General Course Purpose**

This course is designed to provide the student with a general working knowledge of office computer technology and billing claims.

**Course Prerequisites/Corequisites**

Corequisite: HIM 151

**Course Objectives**

Upon completing the course, the student will be able to:

- a. Understand fully the claims billing process
- b. Understand and be familiar with the data elements of the UB-92
- c. Understand and be familiar with the data elements of the data elements of the HCFA-1500 claim form
- d. Create a manual "clean" processable claim for both inpatient and outpatient UB-92 submission
- e. Create a manual "clean" processable claim for inpatient and outpatient HCFA-1500 submission
- f. Demonstrate the ability to accurately plot the steps of electronic claims processing
- g. Identify various healthcare payers and providers and cite the various idiosyncrasies inherent in promoting timely and adequate claims submission and resolution for each

**Major Topics to be Included**

- a. Presentation of the Health Insurance Industry; its beginning to present day
- b. Orientation to the entire claims process; from initiation to resolution
- c. Instruction on the legal ramifications of health insurance (i.e., legitimate versus fraudulent activities) including claims submission and adjudication
- d. Promotion of an accurate and adequate collection of universal data elements necessary to submit a complete HCFA-1500 and/or UB-92 claim document
- e. Exposure to "live databases" for both physician and hospital billing for the ultimate goal of compensation for services rendered
- f. Development of the skill level to assess a processable claim versus the identification of missing and/or erroneous elements preventing claims adjudication

**Effective Date of Course Content Summary (Month, Date Year):** January 2, 2008