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)**

Prepresents 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 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