



Wayne County Community College District

COURSE SYLLABUS

MBS 112 MEDICAL BILLING

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course is designed to give students the information and skills necessary to file and collect health insurance claims and use related software. Skills to manage the financial functions of a physician's office are included such as Front Office Management, Filing CMS 1500 and CMS 1450 forms, and patient record keeping. Information is also provided on starting a medical billing business from home.

PREREQUISITE:

n/a

EXPECTED COMPETENCIES:

Upon successful completion of this course, the student will be able to:

- Examine the importance of accurate medical documentation.
- Apply critical thinking skills to interpret medical information.
- Apply proper medical terminology to medical billing.
- Discuss disease processes in relationship to medical billing.
- Apply anatomy and physiology knowledge to medical billing.
- Identify accurate diagnostic and procedure codes for medical billing.
- Apply problem solving and troubleshooting skills to medical billing.
- Identify the accuracy of web information.
- Apply the guidelines to data conversion in medical billing.
- Explore sources of research and information for reliability in medical billing.
- Apply effective communication skills as a medical insurance specialist.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E