

**Bergen Community College  
Division of Health Professions  
Medical Office Assistant Program  
Course Syllabus**

**MOA 218 Medical Economics**

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**Semester and year:**

**Course Number:** MOA 218

**Meeting Times and Location:**

**Instructor:**

**Phone:**

**Office Location:**

**Office Hours:**

**Email Address:**

**Credits:** 2 Hours (2 Lecture)

**Corequisite:** MOA 141

**Catalog Course Description:**

Medical Economics is a study of various types of medical practice and medical care, fee determination, health and accident insurance programs and government medical care programs. Medical law and ethics are emphasized.

**Student Learning Outcomes:**

1. Explain the medical billing process, identify the types of information contained in the patient's billing record, and interpret information on an insurance card.
2. Demonstrate the process for obtaining medical preauthorization and referrals.
3. Discuss the Affordable Care Act, Surprise Billing and Credit Report laws and the effect on patient's healthcare access.
4. Explain how insurance reimbursements are determined and the effect health insurance has on provider reimbursements.
5. Examine various types of healthcare insurance models and plans.
6. Identify methods of preventing the rejection and or denial of claims; the effects of upcoding and downcoding and differentiate between fraud and abuse.

**Means of Assessment**

Students in this course are assessed through:

- Reading assignments from textbook, suggested journals, handouts, and websites
- Research paper on approved topic, relevant to medical assisting
- Written and oral assignments on various specialized topics as given during the semester
- Tests and quizzes on reading assignments and on lecture and discussion materials

## **Course Content:**

### **Basic Practice Finance**

- Bookkeeping terms
- Banking procedures as related to the ambulatory care setting
- Precautions for accepting the following types of payments: cash, check, credit card and, debit card
- Types of adjustments made to patients' accounts including: non-sufficient funds (NSF) check, collection agency transaction, credit balance, and third party
- Information contained in the patient's billing record
- Patient financial obligations for services rendered
- Surprise Billing Law
- Credit Reporting Agency reporting

### **Party Reimbursement**

- Types of third-party plans, information required to file a third-party claim and the steps for filing a third-party claim
- Managed care requirements for patient referral
- Processes for: verification of eligibility for services, precertification, preauthorization, referrals
- Fraud and abuse

### **Health Insurance Plans**

- Self-funded plans, government plans, employer funded, Medicare, Medicaid, CHIP, TRICARE, CHAMPVA

### **Healthcare Form**

- CMS-1500

## **Course Textbook:**

***Kinn's The Administrative Medical Assistant*** Textbook and Study Guide, Current Edition, Niedzwiecki, Pepper; Elsevier

## **Grading:**

The following criteria will be utilized in determining final grades for this course:

Assignments	20 percent
Tests	50 percent
Final	20 percent
Competencies	10 percent

## **Grading System:** Final Grade Evaluation:

% Of Points Earned	Grade
90 to 100%	A
86 to 89.9%	B+
80 to 85.9%	B
76 to 79.9%	C+
70 to 75.9%	C
0 to 69.9%	F

**Academic Integrity:** Academic dishonesty is a serious violation of BCC policy and personal ethics and will be treated

as such if the reason for suspicion should arise. Students should be careful to avoid plagiarism, falsification, and compliance. Academic integrity is vital to an academic community and for fair evaluation of student assessments. All assessments submitted must be your own, completed in accordance with the college's academic policies and the student code of conduct. You may not engage in unauthorized collaboration or make use of any artificial intelligence (AI) composition systems. Academic dishonesty also includes cheating on examinations. Refer to the BCC student code of conduct, student handbook for additional information, and the statement on plagiarism (<https://catalog.bergen.edu/content.php?catoid=4&navoid=163#academic-dishonesty>).

**BBC Attendance Policy:** All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor for administrative and counseling purposes.

### **Support Services:**

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with the respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems, concerns, or questions should be directed to the course instructor or the student's advisor.

**ADA Statement:** Student who requires accommodations by the American with Disability Act (ADA) can request support services for the *Office of Specialized Service of Bergen Community College* (201) 612-5270, 201-612-5269, via email [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu) or visit their website at <http://www.bergen.edu/oss>

**Mental Health Statement:** Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the confidential mental health services available on campus via the Health and Wellness Center at [www.bergen.edu/personalcounseling](http://www.bergen.edu/personalcounseling)

### **Available Online and On-Campus Resources**

**Library:** <https://bergen.edu/library/>

**Academic support:** <https://bergen.edu/academics/pathway-scholars-program/academic-support>

**The Writing Center and Tutoring Center- L-125:** BCC: <https://Bergen.edu/tutoring/writing center>

**OWL (Online Writing Lab):** <http://www.owl.english.perdue>

**Free Time Computer Labs:** [https://Bergen.edu/technology assistance/computer lab availability](https://Bergen.edu/technology%20assistance/computer%20lab%20availability)

**The Center for student A-118 (Academic, Career, International, and Transfer Counselors):**  
<https://bergen.edu/center-for-student-success>

**Personal counseling HS-100:** <https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling>

## MOA 218 COURSE OUTLINE

WEEK	Topic/Readings	Chapters	Activity
1	<b>Introduction, syllabus review</b>  <b>Chapter 19: Patient Accounts, Collections, and Practice Management</b> Vocabulary Review Bookkeeping Procedures Accounts Receivable Procedures Posting Payments and Adjustments	Chapter 19	<b>Student Verification Form due in class</b>  Read Chapter 19  Work Study Guide
2	<b>Chapter 19 continued</b> Credit Balances Third Party Payments Refunds Payment Agreements Truth in Lending Act Obtaining Credit Information Billing Procedures	Chapter 19	Read Chapter 19  Work Study Guide
3	<b>Chapter 19 continued</b> Surprise Billing Collection Procedures Special Collection Situations AR/AP Legal and Ethical Issues Banking	Chapter 19	Chapter 19 Study Guide due
4	<b>Chapter 19 Test</b> <b>Chapter 15: Health Insurance Essentials</b> Health Insurance Plans Health Insurance Plan Benefits Affordable Care Act Vocabulary Review	Chapter 15	Read Chapter 15  Work Study Guide
5	<b>Chapter 15 continued</b> Verification of Eligibility Accessing Healthcare Managed Care Plans Preauthorization for Procedures	Chapter 15	Read Chapter 15  Work Study Guide
6	<b>Chapter 15 continued</b> Government Sponsored Plans TRICARE Worker's Compensation Employer Established Self-Funded Premiums Deductibles Allowable and Payment Calculations	Chapter 15	Chapter 15 Study Guide due

7	<b>Test Chapter 15</b> <b>Chapter 18</b> Fraud & Embezzlement Managed Care Policies and Procedures Submitting Claims to Third-Party Payers Generating Electronic Claims Clearinghouse Submissions CMS-1500 Privately Sponsored	Chapter 18	<a href="#">Read Chapter 18</a>  <a href="#">Work Study Guide</a>
9	Steps in Medical Billing Patient Billing Record Patient Financial Responsibility Surprise Billing (handout)	Chapter 18	<a href="#">Read Chapter 18</a>  <a href="#">Work Study Guide</a>
10	<b>Chapter 18</b> Explanation of Benefits Denied Claims Medical Necessity	Chapter 18	<a href="#">Chapter 18 Study Guide due</a>
11	Project – CMS 1500 Form	Chapter 18	<a href="#">In class project</a>
12	Project – CMS 1500 Form	Chapter 18	<a href="#">In class project</a>
13	<b>Test Chapter 18</b>		
14	Review for Final	Chapters 15, 18 & 19	
15	<b>FINAL</b>	Chapters 15, 18, & 19	

*Instructors retain the right to revise the course syllabus as needed*