

**STUDENT COURSE SYLLABUS
BERGEN COMMUNITY COLLEGE
DIVISION OF HEALTH PROFESSIONS
MEDICAL OFFICE ASSISTANT PROGRAM**

COURSE NUMBER/TITLE: MOA -218, Medical Economics

COURES CREDITS: 2 Credits

CO-REQUISITE: MOA-141, Introduction to Medical Assisting

COURSE DESCRIPTION/GENERAL PURPOSE:

This course provides instruction in health care delivery systems, including Blue Cross/Blue Shield, Medicare, Medicaid, Workers' Compensation, CHAMPUS, Health Maintenance organizations, and other Managed Care Plans. Other topics include collection and billing procedures and current ethical and Medicolegal requirements and guidelines.

TEXTBOOK:

The Administrative Medical Assistant by Mary E. Kinn, Eighth, Edition. Philadelphia: W.B. Saunders Company, Copy Right 2007.

LEARNING OBJECTIVES: The Student will:

1. Demonstrate an understanding of all third party billing types: Blue Cross/Blue Shield, Commercial Plans, Governmental Plans (Medicare, Medicaid, Worker's Compensation, and CHAMPUS) and Prepaid Plans (HMO's, PPO's and IPA's) by completing insurance forms.
2. Explain the claims processing, including sequencing of filing claims, tracing claims, and making inquiries and appeals.
3. Discuss the billing and collection procedures, including aging patients' accounts receivable, in-office collection procedures, calculating collection ratios, and working with collection agencies.

4. To demonstrate ethical principles and current medicolegal requirements and guidelines, including Governmental compliance as mandated by OSHA, CLIA, and DEA.

STUDENT ASSIGNMENTS:

1. Reading assignments from textbook, supplementary textbooks, journal articles, and handouts.
2. Written assignments on specialized topics as given during the semester.
3. Tests on reading assignments and on lecture/discussion materials.

EVALUATION AND GRADING:

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

Written/oral assignments	20 percent
Tests	80 percent

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

Attendance policy: 90% of scheduled class time required. If student falls below 90%, their grade will drop 10%. Any student having a problem with attendance should contact instructor and have documentation of missing time.

Students who are late or leave early for 5 classes will be considered as 1 absent class.

90% of scheduled class time is required

Test Policy:

There are no make up tests.

The lowest test grade will be dropped. If student misses a test that is the students dropped grade and must attend all future tests dates. Final Test is mandatory.

Competencies

Competencies are performed for either a grade which is determined and explained to the student prior or for a pass\fail determination by the instructor.

The student receives 3 attempts to pass\fail.

The student's grade determination for a grade is 1st attempt 100%, minus points if missing a step, 2nd attempt is minus 11 points, 3rd attempt minus 22 points. Any steps not completed for additional attempts will be minus points. Points are determined by the amount of steps to be completed based on the total grade determination.

3. Process Insurance Claims

- a. Apply managed care policies and procedures
- b. Apply third party guidelines c. *Perform procedural coding
- d. *Perform diagnostic coding
- e. *Complete insurance claim forms

Technology Policy:

If technology is not part of the classroom learning then it cannot be used. Cell phones are prohibited.

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