MOS260 Medical Office Procedures Syllabus

Course Information

Credits	3
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description
The course provides hands-on practice of front office skills in a medical setting, both on paper and electronically, using medical office software. The student will also practice entry-level diagnosis coding, procedure coding, and medical claims billing. Prerequisites: Word Processing; Document Processing

Textbooks
 Adams, Wanda L.; Adams' Coding and Reimbursement: A Simplified Approach. Saunders (Elsevier). 2013; 4th Edition; ISBN: 978-0-323-08434-5.

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1. Describe confidentiality and the Health Insurance Portability and Accountability Act.
2. Describe risk management procedures.
3. Describe legal issues concerning medical records.
4. Prepare staff appointment schedules.
5. Schedule patient appointments and procedures.
6. File medical records.
7. Describe billing and payment procedures.
8. Describe prior authorization and referral procedures.
9. Record telephone messages.
10. Describe inventory procedures.
11. Recognize ICD-9-CM conventions and guidelines.

12. Recognize CPT code structure, format, and conventions.
13. Recognize HCPCS codes and their purpose.
14. Describe the two parts of Medicare coverage.
15. Describe Medicare claim instructions.
16. Complete CMS-1500 claim form.
17. Describe the claim filing and processing cycle.
18. Describe the fields on a remittance advisory statement.
19. Calculate reimbursement, adjustment, deductible, and copayment amounts.
20. Describe fraud and abuse in relation to medical claims.
21. Describe timely filing and the statute of limitation on accounts.

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance
Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburntech.edu