HEALTH CARE OFFICE MANAGEMENT (2530)

2530:230 Medical Coding/Billing Internship (3 Credits)
Prerequisites: 2530:240, 2530:243, and 2530:258. Internship with focus on medical coding/billing. Familiarity with the revenue cycle in health care organization including any of the following processes: patient scheduling and registration, insurance eligibility verification, collection of co-pays, documentation and coding, charge processing, claim submission, payment processing, secondary billing/appeals, accounts receivable follow-up and/or collections.

2530:240 Medical Coding - Diagnostic (3 Credits)
Corequisite: 2750:120. Designed to instill the fundamental knowledge and practice needed to understand ICD-10-CM coding classification, the course helps develop essential basic-level diagnostic coding skills.

2530:241 Health Information Management (3 Credits)
This course provides a general understanding of health information management including the effective collection, analysis, and dissemination of quality data to support individual, organization, and social decisions related to disease prevention and patient care.

2530:242 Medical Office Administration (3 Credits)
Prerequisite: 2750:120. This course focuses on the health care workplace and emphasizes tools (including a computer-simulated office management program) to perform all front office responsibilities.

2530:243 Medical Coding II - Procedural (3 Credits)
Prerequisites: 2530:240 and 2750:120. This course will cover the statistical classification systems used to describe medical procedures in the health care field including Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Disease (ICD).

2530:244 Medical Insurance Billing (3 Credits)
Prerequisite: 2530:243. Third-party reimbursement and the completion of the standard health insurance claim form. Credit and collection policies and procedures related to the medical facility. Designed primarily to teach billing from an outpatient setting; however, basic hospital (inpatient) billing will also be covered.

2530:255 Health Care Office Management & Medicolegal Issues (3 Credits)
Prerequisites: Completion of 32 credit hours. This course will assist the student in developing knowledge and skills to manage a medical office practice including the fundamentals of personnel management, revenue management, practice enhancement, health information management, and medical law and ethics.

2530:257 Health Care Office Finance (3 Credits)
Prerequisites: 2420:211 and 2440:125. The purpose of the course is to help the student attain a sufficient level of understanding of the financial aspects of medical practice management. It will cover basic accounting practices including comparative income statements and balance sheets, revenue cycle management, relative value units, budgeting, ratio analysis, and financial management and reporting.