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.

2530:258 Internship Orientation and Career Development (3 Credits)
For students planning their first internship in the Health Care Office Management or Medical Billing program. Students will complete a self-assessment; demonstrate workplace competencies; develop a resume, letter of introduction, and professional portfolio; and practice job search strategies. Successful completion of the course culminates in a confirmed internship for the following semester.

2530:259 Internship Orientation (1 Credit)
Prerequisite: Permission. Prepares student for internship in Health Care Office Management and Health Care Administrative Assistant programs. Students will complete a self-assessment, demonstrate workplace competencies, and practice job search strategies.

2530:260 Health Care Office Management Internship (3 Credits)
Prerequisite: Permission. Health Care Office Management training within an appropriate health care facility for actual work experience and observation.

2530:282 Medical Transcription and Editing (3 Credits)

2530:284 Medical Office Techniques (3 Credits)
Prerequisite: 2750:120. This course provides the students with an understanding of the clinical aspects of a medical practice to ensure safety for both the employee and the patient.

2530:290 Special Topics in Health Care Office Management (1-4 Credits)
Prerequisite: Permission. Selected topics or subject areas of interest in health care office management.