

**Virginia Western Community College**  
**HIM 143**  
**Managing Electronic Billing in a Medical Practice**

**Prerequisites**

none

**Course Description**

Presents practical knowledge on use of computer technology in medical practice management. Develops basic skills in preparation of universal billing claim. Explores insurance claim processing issues.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0**

**Required Materials**

**Textbook:** Insurance Handbook for the Medical Office, 15<sup>th</sup> Edition, ISBN 9780323594400

**E-book:** Insurance Handbook for the Medical Office, 15<sup>th</sup> Edition, ISBN 9780323594288

**Other Required Materials:**

Insurance Handbook for the Medical Office workbook, ISBN 9780323594417 E-book Workbook ISBN 9780323597937

**Course Outcomes**

At the completion of this course, the student should be able to:

- Submit health claims
- Resolve claims denials
- Post payments
- Manage an electronic billing system

**Topical Description**

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**Notes to Instructors**

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