**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, 15th Edition, ISBN 9780323594400

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

**Other Required Materials:**

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

SimChart for the Medical Office Student Access Code, 9780323241953

**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**

**Notes to Instructors**