

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

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

SimChart for the Medical Office Student Access Code, 9780323241953

Other Required Materials:

Access to a personal computer and internet are required for this online course. For information on the required minimum computer specifications visit: <https://www.viriniawestern.edu/online/computer-access/> This course may require proctored testing as described in the course syllabus. A student may request an alternative proctoring method, but the student will be responsible for any additional fees associated with the alternative method.

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**

Notes to Instructors

None