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 standard billing claims. Explores insurance claim processing issues.

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

Required Materials

COURSE TEXT AND MATERIALS:

1) SimChart for the Medical Office - Standalone Courseware–ISBN: 9780443348846
2) SimChart for the Medical Office: Learning the Medical Office Workflow - 2025 Edition- E-Book(ISBN: 9780443348846)

   SimChart assignments require the purchase of Simchart access and registering of the full product. The trial version accompanying the text is NOT sufficient to complete the class. To properly register and link your account you will need to use the same email account as your Evolve account and use the link within the Canvas course. Please follow the instructions provided in the SimChart module.

3) Fordney's Medical Insurance and Billing - E-Book (ISBN: 9780323810746)
4) Workbook for Fordney's Medical Insurance and Billing - E-Book (ISBN: 9780323810784)

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.virginiawestern.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**

MODULE 1		
DUE	**CATEGORY**	**ACTION**
Due by Sunday	Simchart	SimChart **#15 Schedule Appointment and Prepare New Patient Forms for Ella Rainwater** (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time: 25 minutes.
	Read	Simchart for the Medical Record: *To the Student*
		Text - Chapter 2: Privacy, Security, and HIPAA
		Text - Chapter 3: Compliance, Fraud, and Abuse
		Text - Chapter 4: Basics of Health Insurance
	Watch Videos	*What is the Healthcare Revenue Cycle: a 5 minute walkthrough* (4:56)
		What is Health Insurance, and Why Do You Need It?: Health Care Triage #2 (8:17)
		Privacy, Security, HIPAA (13:04 min)

Posts due by Sunday	Discussion	Go to the "Meet and Greet" Link in the Module. Introduce Yourself to your classmates. You can use video or write something about yourself. Tell us why you are taking the class. Do you have a particular background (ie. are you currently working in the field or are you new to it? What is your field of study? What do you wish to accomplish with your education? Do you have any concerns? Here is your chance to network with others in the class who are in the same course of study. Initial post by Sunday.
	Assignments	Practice Test 1- Chp 2-4
		Scavenger Hunt
Due by Sunday	Workbook for Fordney's Medical Insurance and Billing	Workbook 4.4 Abstract Data From An Insurance Identification Card - Patient: Linda Field - Upload to Canvas
Recommended	PowerPoints	Chapter 2: Privacy, Security, and HIPAA pdf w/ notes
		Chapter 3: Compliance, Fraud, and Abuse Power ppt pdf w/ notes
		Chapter 4: Basics of Health Insurance ppt pdf w/ notes
	Workbook Supplementary	Review Workbook Assignments for all chapters

MODULE 2		
DUE	**CATEGORY**	**ACTION**
		COLLEGE CLOSED 1/20 - Martin Luther King Jr. Day
Due Sunday	Simchart	Simchart #43 Document Encounter and Schedule Appointment for Walter Biller (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 25 minutes
		#24 SimChart Schedule Appointment and Update Problem List for Ella Rainwater (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion time 25 minutes
	Read	**Check Announcements and Workbook Answer Sheets in Additional Resource Module!**
		Chapter 5 The Blue Plans, Private Insurance, and Managed Care Plans
		Chapter 6 Medicare
		Chapter 7 Medicaid and Other State Programs
		Chapter 8 Tricare and Veterans' Health Care
	Watch Videos	Medicare Basics: Parts A, B, C & D
		COB	What is Coordination of Benefits in medical billing?Links to an external site.

			How to calculate the patient liability for a medical bill? | From a Medical Billing ExpertLinks to an external site.
			Which is better, VA Health Care or TRICARE | VA Health Care and TRICARE Comparison | theSITREPLinks to an external site.
Due Sunday	Discussion		Laws, Regulations & Current Events - Post discussion by Wednesday and response to 2 peers by Sunday.
Due Sunday	Assignment:		Practice Test Ch 5-8
	Workbook for Fordney's Medical Insurance and Billing		Workbook Assignment 5.3 Obtain Authorization For Physical Therapy From A Managed Care Plan
Recommended	Powerpoints		Chapter 5 The Blue Plans, Private Insurance, and Managed Care Plans
			Chapter 6 Medicare
			Chapter 7 Medicaid and Other State Programs
			Chapter 8 Tricare and Veterans' Health Care
Recommended	Workbook Supplementary		Review Workbook Assignments for all chapters
	Additional Resources		Answers to Workbook Chapters 2-4 posted in *Additional Resources* folder by Monday MODULE 3

MODULE 3		
DUE	**CATEGORY**	**ACTION**
Due Sunday	Simchart	#29 SimChart Update Problem List for Ella Rainwater (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 15 minutes
	Read:	Chapter 11 Medical Documentation and the Electronic Health Record
		Chapter 12 Diagnostic Coding
		Chapter 13 Procedural Coding
	Watch:	Medical Diagnosis and Procedure Coding (24:16 mins)
	Discussion	Search for a code of ethics in your field of study or another. Include link. How do you feel medical documentation can present ethical concerns in patient care and billing?
Due Sunday	Assignments:	Practice Test 3 Ch 11-13
		Test 1 Ch 2-8
		**Practice opening the Claim Form. Course Materials in Fordney's Medical Insurance and Billing contains CMS-1500 form. Test typing in the form and saving to see if you are able to save and send. **

		Module 5 will have the required Respondus Monitor Lockdown Browser Test 2. Confirm access to Respondus Monitor Lockdown Practice Quiz prior to taking this test. Any student not taking the required proctored test will automatically fail the course per VWCC policy.
		Chapter 11 Medical Documentation and the Electronic Health Record
		Chapter 12 Diagnostic Coding
	PowerPoints	Chapter 13 Procedural Coding
Recommended	Workbook Supplementary	Review Workbook Assignments for all chapters
	Additional Resources	Answers to Workbook Chapters 5-8 posted in *Additional Resources* folder by Monday MODULE 4
		Answers to Workbook Chapters 2-4

MODULE 4		
DUE	**CATEGORY**	**ACTION**
Due Sunday	Simchart	#65 Simchart Document Immunization, Submit Superbill, and Post Payment to Ledger for Ella Rainwater (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 35 mins
		#62 Simchart Document Progress Note and Submit Superbill for Walter Biller (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 25 mins
	Read	Chapter 14 The Paper Claim: CMS 1500
		Chapter 15 The Electronic Claim
	Watch	Medical Billing Payment Process and Claim CycleLinks to an external site.
		(4:59 min)
		How to complete a CMS 1500 claim form in 5 minutes!Links to an external site.
		The Electronic ClaimLinks to an external site.
		(23:38)
Due Sunday	Assignments:	Practice Test 14-15
	Workbook for Fordney's Medical Insurance and Billing	Workbook Assignment 14.2 Complete a Health Insurance Claim Form for A Private Case (use Blank CMS-1500 form in Module).

		This is the first week for completing a paper claim. It's important to make sure all of the claim form can be visualized for grading. Using the *NUCC Manual* located in the Additional Resource Module, and the textbook to complete your homework, use the Student Lounge discussion board to relay any questions you may have or your experiences so far.
	Powerpoints	Chapter 14 The Paper Claim: CMS 1500
		Chapter 15 The Electronic Claim
	Workbook Supplementary	Review Workbook Assignments for all chapters
		NUCC Manual InstructionsLinks to an external site.
		Free 02/12 pdf formLinks to an external site.
	Additional Resources:	MD Wizard Online Claim FormLinks to an external site.
		Answers to Workbook Chapters 5-8
		Answers to Workbook Chapters 11-13 posted in *Additional Resources* folder by Monday MODULE 5.
	MODULE 5	

DUE	CATEGORY	ACTION
Due Sunday	Simchart	#69. Complete Superbill, Post Payment to Ledger, and Complete Claim for Ella Rainwater (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 40 minutes
	Watch	Claim Form 14.2 with Evaluation Tool
Due Sunday	Assignment	Compare your Claim Form 14.2 with the received answer sheet and the feedback. Make corrections and resubmit.
	Workbook for Fordney's Medical Insurance and Billing	14.6 Complete a Health Insurance Claim Form for Medicare
Due Sunday	Test	Test 2: Chapters 11-13
	Discussion	Continue using the *NUCC Manual* and the textbook to complete your homework, use the Student Lounge discussion board to relay any questions you may have or your experiences so far.
	Additional Resources:	NUCC Manual InstructionsLinks to an external site.
		Free 02/12 pdf formLinks to an external site.
		MD Wizard Online Claim FormLinks to an external site.
		Answers to Workbook Chapters 11-13 Monday MODULE 5.

MODULE 6		
Due Sunday	Simchart	#80. Post Payments to Ledger for Ella Rainwater (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 15 minutes
	Read	Chapter 16 Receiving Payments and Insurance Problem Solving
		Chapter 17 Collection Strategies
	Watch:	Video Chp 17 Collection Strategies
		What is AR in Healthcare? | Medical Billing TermsLinks to an external site.
	Assignment:	Practice Test 16-17
Due Sunday	Workbook for Fordney's Medical Insurance and Billing	14.5 Complete a Health Insurance Claim Form Medicare/Medicaid Case (use Blank CMS-1500 form in Module)
Due Sunday	Extra Credit:	Resubmit Claim 14.6 Claim Form with Corrections
	PowerPoints	Chapter 16 Receiving Payments and Insurance Problem Solving
		Chapter 17 Collection Strategies
	Workbook Supplementary	Review Workbook Assignments for all chapters

MODULE 7		
Due Sunday	Simchart Extra Credit:	#82 Post Insurance Payment and Adjustment to Ledger for Casey Hernandez (SimChart for the Medical Office: Learning the Medical Office Workflow) Estimated Completion Time 20 minutes - 10 pts
	Watch	Claim Denial vs Rejection? What's the difference? | Medical Billing
Due Sunday	Workbook for Fordney's Medical Insurance and Billing	Workbook Assignment 16.4 Locate Errors on a Returned Insurance Claim
	Extra Credit:	Resubmit Claim 14.6 Claim Form with Corrections
Due Tuesday	Final	Early Release
FINALS:		
DUE Tuesday	FINAL	Test 3 Ch 14-17 16ed

ADA Statement (PDF)
Title IX Statement (PDF)