

Virginia Western Community College

HIM 143

Managing Electronic Billing in a Medical Practice

Prerequisites

None

VCCS 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

Required Materials

Textbooks and Software

Personal Computer

Internet Access

Learning Management System Access

Textbooks

SimChart for the Medical Office - Standalone Courseware ISBN: 9780323241953 Elsevier

SimChart for the Medical Office - Learning the Medical Office Workflow ebook 2026 1st
ISBN: 9780443433757 Elsevier

Fordney's Medical Insurance and Billing E-Book 2025 17th Marilyn T. Fordney
ISBN: 9780443110467 Elsevier

Other Required Materials:

None

VCCS Course Outcomes

Develop an understanding of electronic billing processes and determine best practices in submitting and resolving health claims.

VWCC Topical Descriptions

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

Note to Instructors
None

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)