

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Medical Office Billing

**CODE NO. :** CED1595                      **SEMESTER:** W05

**PROGRAM:** Health Office Administrative Support Certificate

**AUTHOR:** Laurie Poirier

**DATE:** Dec/04              **PREVIOUS OUTLINE DATED:** n/a

**APPROVED:**

	_____	_____
	<b>DEAN</b>	<b>DATE</b>

**TOTAL CREDITS:** 2

**PREREQUISITE(S):**

- CED1048 - Medical Terminology
- a computer course such as CED1418 - Introduction to Computers for the Health Office.

**HOURS/WEEK:** 3 hours – 8 weeks (24 hours)

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*For additional information, please contact, Dean*

*School of Health and Human Services*

*(705) 759-2554, Ext. 689/603*

**I. COURSE DESCRIPTION:**

Prerequisites: CED1048 - Medical Terminology and a computer course such as CED1418 - Introduction to Computers for the Health Office.

This course is designed to provide the student with the fundamentals of learning to be able to apply the basic principles of Health Claim billing. Students will develop an understanding of the Ministry of Health (Ontario) "Schedule of Benefits" to complete precoded Health Claim cards for manual billing and reconciliation of accounts.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Examine eligibility for health insurance

Potential Elements of the Performance:

- Outline eligibility for a health care plan
- Explain premium assistance
- List the criteria for dependent eligibility
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2. Explore the Ontario health insurance system

Potential Elements of the Performance

- Describe the different types of health insurance in Ontario
- Explain billing options in Ontario.
- Discuss billing options in relation to out-of-province claims
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3. Demonstrate understanding of the concepts related to billing health insurance.

- Explain the procedure for physician registration and learn the significance of registration number units
- Identify specialty codes and the appropriate specialization
- Give a basic interpretation of the Schedule of Benefits
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4. Demonstrate understanding of the process of routine billing for health insurance.

Potential Elements of the Performance:

- Identify the significant parts of a claims card and gain thorough knowledge of its completion, either by regular submission, precoded submission or both
- Identify supporting documentation for specific services
- Understand reprocessing of returned claims
- Discuss the remittance advice form.

- Understand the processing of remittance advice inquiries.
  - Outline what to do when you need assistance.
5. Demonstrate understanding of the process of non-routine billing for health insurance
- Explain nonpayment of claims and appeals
  - Explain out-of-province claim submissions
  - Explain out-of-province benefits
  - Outline what to do when you need assistance.
6. Explore use of the computerized billing system

Potential Elements of the Performance:

- Summarize advantages of submitting claims on machine-readable input.
  - Outline considerations for purchasing software and hardware in a medical environment
  - Discuss the specific procedural benefits of machine-readable input.
7. Demonstrate understanding of the steps in executing and keeping financial records.

Potential Elements of the Performance:

- Discuss cash disbursements, cash receipts and patient charges in journals.
- State how to prepare ledgers and post information from journals.
- Demonstrate how to prepare patient statements of account.
- Explain how to control petty cash.
- Discuss how to prepare cheques and cash for deposit.
- Demonstrate how to reconcile bank statements.
- Discuss how to interpret payroll deduction tables and prepare payroll sheets
- Demonstrate how to complete the Revenue Canada payroll remittance forms.

**III. TOPICS:**

1. Eligibility
2. Health cards.
3. Billing options: OHIP, DVA, disability insurance, private insurers, First Nation health benefits, patient charges
4. Bill 94
5. Provider registration and specialty codes.
6. Claims submissions, submission dates and payment dates.
7. Health service claim cards.
8. Codes: service codes, diagnostic codes, coding examples.
9. Supporting documentation
10. Returned claims.
11. Remittance advice and inquiries

## COURSE NAME

## CODE NO.

12. Non-routine billing situations: nonpayment of claims, appeals, Northern Health Travel Grant, visitors from outside Ontario, out-of-province benefits
13. Computerized billing: machine readable input, hardware and software, computerized claim submission
14. MOH specifications for claim submissions
15. Seeking help when required.
16. How MOH communicates with health offices
17. Financial records: cash disbursement, receipts, patient charges, journals, petty cash, cheques, deposits, bank statements, payroll

**V. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Plunkett, L. (1997) Procedures for the Medical Administrative Assistant. Harcourt

Ministry of Health Schedule of Benefits

[http://www.health.gov.on.ca/english/providers/program/ohip/sob/sob\\_mn.html](http://www.health.gov.on.ca/english/providers/program/ohip/sob/sob_mn.html)

[http://www.health.gov.on.ca/english/providers/program/ohip/sob/physsserv/physsserv\\_mn.html](http://www.health.gov.on.ca/english/providers/program/ohip/sob/physsserv/physsserv_mn.html)

**Additional Resource Materials:****VI. EVALUATION PROCESS/GRADING SYSTEM**

4 assignments	-	50%
Test #1	-	25%
Test #2	-	25%
Total	-	100%

A combination of tests and assignments will be used to evaluate student achievement of the learning outcomes. A description of the evaluation methods will be provided and discussed by the teacher within the first two weeks of class. A final grade of 50% is required to pass this course.

All tests/exams are the property of Sault College.

**Supplemental Exam/Assignment:**

A supplemental exam/assignment will be offered at the end of the course for students who meet the following criteria:

- The student received a final grade in this course of no less than 58%
- The student received a final grade of at least 60% in all other courses enrolled in this term
- The student handed in all assignments in this course on time.
- The student attended classes missing no more than 4 hours total, regardless of reason.

***The following semester grades will be assigned to students in postsecondary courses:***

<u>Grade</u>	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VII. SPECIAL NOTES:**Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VIII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**IX. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.