Course Title: Medical Office Accounting

Course Number: XHLT 8110

Course Description: Medical Office Accounting is designed to cover topics in healthcare offices including basic accounting, physician reimbursement, revenue cycle management, payroll, billing and collecting. As part of the Medical Practice Management Certificate Series, this course will help students prepare for the Certified Physician Practice Manager (CPPM) exam provided by the AAPC and the Certified Medical Practice Executive (CMPE) credential through the MGMA, with applicable experience.

Hours: 20

Course Prerequisite(s): Health Professions Management

Student Learning Outcomes:
1. Learn the basics of medical office accounting
2. Discover the principles of physician reimbursement
3. Explore health care revenue cycle management

Textbook(s): (Contact bookstore for current edition and cost)
Medical Office Management, by Christine Malone. Pearson publishing

Withdrawal Policy: See the current Career Skills Training catalog for the tuition refund policy.

Collin College Academic Policies: See the current Collin Student Handbook.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Meeting Location: Preston Ridge Campus

Attendance Policy: Students must be in attendance for at least 90% in order to pass competencies.

Lesson Plan:
Session 1: Introductions, review syllabus, course overview, Certificate Series overview. Chapter 12: Accounting and Payroll in the Medical Office – Introduction to managerial accounting, developing budgets in the medical
office, petty cash, processing payroll, history of payroll taxes, payroll laws, and workers’ compensation.

Session 2:  Chapter 12 cont’d – Creating a record for a new employee, updating the employee record, employee records must be kept confidential, use of the W-4 form, keeping a record of the number of hours employees work, calculating payroll, computing payroll deductions, IRS Circular E, other deductions using computer software to calculate employee payroll, the W-2 form, garnishment of wages, accounts payable, the checkbook register, preparing a deposit slip, online banking, and reconciling the bank statement.

Session 3:  Chapter 13: Billing and Collecting – Introduction, fee schedules, participating provider agreement, credit and collections, using preprinted brochures, collecting from patients, verifying patient identification, managing the accounts receivable, collection policies and working with managed care, types of payments, offering a professional courtesy, patient billing statements, and collecting from the patient in the office.

Session 4:  Chapter 13 cont’d - Dismissing a patient from care due to nonpayment of a bill, charging interest on medical accounts, when a patient’s check is returned by the bank, when a patient does not pay a bill, use of collection agencies, uncollectible accounts, collecting from estates, when patients file bankruptcy, overpayments on accounts, and small claims court.

Session 5:  Chapter 14: Health Insurance – History of health insurance, health insurance today, Health Care Reform of 2010, health insurance terminology, types of health insurance plans, COBRA Coverage, Flexible spending and healthcare savings accounts, elective procedures, and prescription drug coverage.

Session 6:  Chapter 14 cont’d - Medicare, Medicaid, TRICARE, CHAMPVA, insurance coverage for accidental injuries, disability insurance, processing claims, health insurance claim forms, and reconciling payments and rejections.

End of course evaluations.

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

Method of Evaluation: Students must achieve a minimum of 70% final average and must be in attendance 90% of the class time in order to pass competencies.