

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

AMOA 206

MEDICAL OFFICE BILLING AND BOOKKEEPING

COURSE DESCRIPTION

This course provides students with up-to-date information regarding best practices of patient billing and bookkeeping for a medical office.

RATIONALE

Medical office assistants have an important role in healthcare, and one of their responsibilities is medical office billing and bookkeeping. This course provides the necessary technical skills needed to perform this duty. The universal claim form CMS-1500, the carriers that submit the claim form, collections, payments, and accounts receivable will all be covered.

I. PREREQUISITES

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office
- E. APA: <http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org>

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Explain the job functions of a medical biller.
- B. Discuss the different health insurances and how to read an ID card.
- C. Discuss the elements of medical coding (CPT, HCPCS Level II, ICD-10, and modifiers).
- D. Explain the different forms, including patient registration, patient encounter, hospital sheet, and the CMS-1500 claim form.
- E. Demonstrate how to bill for office visits, procedures, and inpatient and facility services.
- F. Discuss claim submission and electronic clearinghouses.
- G. Discuss insurance explanation of benefits, payments, denials, and appeals.
- H. Explain accounts receivable, collections, and how collections and the state insurance commission work.
- I. Discuss ethical medical billing through integration of a Christian worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist
After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.
- C. Discussion Board Forums (5)
Discussion boards are collaborative learning experiences. Therefore, the student will create a thread in response to the provided prompt for each forum. Each thread must be at least 250 words and demonstrate course-related knowledge. In addition to the thread, the student will reply to the threads of at least 2 classmates. Each reply must be at least 100 words.
- D. Activities (5)
The student will complete 5 activities that focus on course-related topics. Each activity must be 1–2 pages, include at least 1 reference in addition to the course textbooks and the Bible, and be in current APA format.
- E. CMS-1500 Paper
The student will write a research-based paper that provides a contrast between the CMS-1500 (08/05) and the CMS-1500 (02/12). The paper must be 4–6 pages, include at least 4 references in addition to the course textbooks and the Bible, and be in current APA format.

F. Quizzes (2)

Quiz 1 will cover the Reading & Study material from Modules/Weeks 1–4, and Quiz 2 will cover the Reading & Study material from Modules/Weeks 5–6. Each quiz will be open-book/open-notes, contain 50 multiple-choice questions, and have a time limit of 1 hour and 30 minutes.

G. Final Exam

The final exam will cover the Reading & Study material for the entire course. It will be open-book/open-notes, contain 100 multiple-choice questions, and have a time limit of 2 hours.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (5 at 70 pts ea)	350
Activities (5 at 50 pts ea)	250
CMS-1500 Paper	200
Quizzes (2 at 50 pts ea)	100
Final Exam	100
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

AMOA 206

Textbook: Green, M. *Understanding Health Insurance*, Cengage

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	1 presentation	Course Requirements Checklist Class Introductions DB Forum 1	10 0 70
2	1 presentation	DB Forum 2	70
3	Green: Ch. 2 1 presentation	DB Forum 3 Activity 1	70 50
4	Green: Ch. 3 & 4 1 presentation	Activity 2 Quiz 1	50 50
5	Green: ch.11 1 presentation	DB Forum 4 Activity 3	70 50
6	Green: ch. 12,13, & 14 1 presentation	Activity 4 Quiz 2	50 50
7	1 presentation	DB Forum 5 CMS-1500 Paper	70 200
8	Green: ch. 15,16 &17 1 presentation	Activity 5 Final Exam	50 100
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.