

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: HIT-111 Department: Information Technologies
 Course Title: Health Office Advanced Semester: Fall Year: 2015

Course Objective	Competencies
<p>Introduction and overview of Medical Record Management and settings</p> <p>Overview of health information management Importance of HIPAA, functions of NCHS, TQM and JCAHO in a medical facility</p> <p>Understand basics of ICD-9, CPT coding</p> <p>Discuss health insurance and types of insurance policies/benefits</p> <p>Overview managed care referrals and pre-authorizations</p> <p>Overview co-pays, co-insurance, deductibles</p> <p>Understand the guidelines for completing the CMS 1500 claim form</p> <p>Understand how to manage the status of claims and patient accounts</p>	<p>Establish and maintain the patient's medical record</p> <p>Determine the need for documentation, reporting and accuracy</p> <p>Maintain confidentiality</p> <p>Use appropriate guidelines when releasing records of information</p> <p>Monitor legislation related to current healthcare issues and practices</p> <p>Perform risk management procedures</p> <p>Perform diagnostic and procedural coding</p> <p>Monitor proper documentation to support services rendered in a health care setting</p> <p>Apply managed care and insurance company policies and procedures</p> <p>Orient patients to office procedures and policies as they apply to insurance and patient financial responsibilities</p> <p>Complete insurance claim forms</p> <p>Use physician fee schedules</p> <p>Maintain patient accounts, facilitate refunds, collection activities</p>

Course Objective	Competencies
Understand endorsements, bank deposits and reconciliations Understanding bookkeeping systems Discuss management of the medical office, importance of meetings, job performance reviews	Prepare a bank deposit, reconciling to office software Reconciling a bank statement Maintaining records for accounting and banking procedures Effectively participate in the management of the office