

MA A205: ADMINISTRATIVE MEDICAL ASSISTING 2

Item	Value
Curriculum Committee Approval Date	11/03/2021
Top Code	120820 - Administrative Medical Assisting
Units	5 Total Units
Hours	90 Total Hours (Lecture Hours 90)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

Course Description

Introduction to the skills required to perform medical office bookkeeping, accounting (accounts receivable and payable), payroll, and banking procedures. Insurance coding and claims preparation used in the medical office setting and facility management skills to facilitate the ability to engage in marketing and community service. PREREQUISITE: MA A175. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Prepare and process outpatient medical insurance claims including accurate data and appropriate codes necessary for maximum, allowable reimbursement.
2. Apply accounts receivable, payable, and payroll systems common to a medical outpatient office or clinic.

Course Objectives

- 1. Identify methods of establishing professional fees.
- 2. Recognize legal limitations in methods of collection.
- 3. Describe the various accounting systems and supplies available for use in the medical
- 4. Illustrate the use of an accounts receivable aging analysis sheet
- 5. Discuss payroll forms.
- 6. Explain the multiple taxes and deductions withheld from a paycheck.
- 7. Describe various types of checks encountered.
- 8. Demonstrate ability to analyze accounts payable.
- 9. Demonstrate check writing ability.
- 10. Identify common types of credit cards used for payment of services.
- 11. State the purpose of petty cash.
- 12. Explain types of check endorsements.
- 13. Describe the general concept and benefit of marketing.
- 14. List marketing tools and promotional materials that may be used by a medical office.
- 15. Discuss equipment leases and contracts
- 16. Explain the legal implications of hiring, terminating and discipline.

- 17. Discuss the legal ramifications of billing, filing claims, and fraud.
- 18. Identify major insurance programs in the United States.
- 19. Demonstrate the principles of ICD-10 and CPT coding.
- 20. Prepare CMS-1500 insurance forms electronically utilizing current standards
- 21. Explain time frames and special requirements for reimbursements
- 22. Interpret an insurance explanation of benefits and perform adjustments.

Lecture Content

I. Module A - Medical Office Insurance Billing and Coding Legal ramifications of billing, filing claims, and fraud Methods of payment Identification of various insurance programs Principles of ICD-10 and CPT Paper and computer preparation of the CMS-1500 form Reimbursement time frames and special requirements Interpretation of an explanation of benefits Medical insurance billing follow-up II. Module B - Financial Management and Collections Methods of establishing professional fees. Explanation of a physicians fee schedule. Fee policies and contracts. Patient registration form necessary for collection. Need for payment arrangements. Methods of payment. Current credit laws and regulations related to collections. Legal limitations in methods of collection. III. Module C - Medical Office Bookkeeping Accounting systems and supplies available for use in the medical office. Use of an accounts receivable aging analysis sheet. Payroll forms. Taxes and deductions withheld from a paycheck. Machinery and equipment necessary to function as a bookkeeper in a medical facility. F. Laws of record storage and retrievability. IV. Module D - Banking for the Medical Office Common types of banking accounts. Various types of checks encountered. Common types of credit cards used for payment of services. The purpose of petty cash. Precautions in writing and accepting checks. Types of check endorsements. The purpose of a safe deposit box and an office safe

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

Instructional Techniques

Lecture, demonstration, class discussion, lab assignments

Reading Assignments

Students will spend approximately 3-4 hours per week reading from assigned text.

Writing Assignments

Students will spend approximately 3-4 hours per week on handbook assignments and defining key terms.

Out-of-class Assignments

Students will spend approximately 8 hours per week on out-of-class assignments, including reading and writing assignments.

Demonstration of Critical Thinking

Multiple choice tests Problem solving exercises

Required Writing, Problem Solving, Skills Demonstration

Student handbook assignments

Eligible Disciplines

Nursing: Master's degree in nursing OR bachelor's degree in nursing AND master's degree in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher. Master's degree required. Nursing science/clinical practice: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Niedzwiecki. Kinn's The Medical Assistant, 14 ed. St. Louis: Elsevier, 2020 2. Required Niedzwiecki, B. Kinn's The Medical Assistant: Procedure Manual, 14th ed. St. Louis: Elsevier, 2020 3. Required Niedzwiecki, B. Kinn's The Medical Assistant: Study Guide, 14th ed. St. Louis: Elsevier, 2020 4. Required Elsevier. SimChart for the Medical Office, 2021 ed. St. Louis: Elsevier, 2021