COURSE SYLLABUS

COURSE TITLE: MOA 154 – Medical Billing

CLASS SECTION: 001

TERM: 2022W

COURSE CREDITS: 3

DELIVERY METHOD(S):   In Person

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Jasdeep (Jas) Dhillon

EMAIL: dhillonj@camosun.bc.ca

OFFICE: Interurban Campus, CBA 268

HOURS: Tue and Thu, 12:30-1:20pm or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course is designed to introduce students to the basic principles of efficient medical billing used in the province of British Columbia. The student will learn how to use the BC Medical Service Plan, First Nations and Indian Health billing schedules and preambles using a computerized medical billing software, including Electronic Medical Records systems.

PREREQUISITE(S):   One of: C in English 12 C in English 12 First Peoples C in English Studies 12 C in Literary Studies 12 C in ENGL 091 and ENGL 093 C in ENGL 092 and ENGL 094 C in ENGL 092 and ENGL 096 C in ENGL 103 and ENGL 104 C in ENGL 142 C in ELD 092 and ELD 094 C in ELD 097 C in ELD 103 and ELD 104 - Must be completed prior to taking this course.

CO-REQUISITE(S):   None

EXCLUSION(S):   None

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Perform the billing duties required of a Medical Office Assistant in a health care office.

2. Identify and use current service fee codes and diagnostic codes for billing.

3. Bill public/private insurers for health care services, including Indian Health and First Nations Authorities.

4. Use health provider websites to research and obtain updated information on protocols and guidelines for medical services plan billings.

5. Create and maintain healthcare practitioner appointments, schedules and print daysheets.

6. Maintain patient records using Electronic Medical Records ("EMR") systems.

7. Use EMR systems to apply charting, templates, forms, tasks and categories within an EMR charting system.

8. Apply and maintain confidentiality when handling patient files.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

a. **REQUIRED**: Med Access EMR purchase receipt from the bookstore. Once you submit your receipt to your instructor you will receive a username and password to access the EMR system.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Date	Topic	Assignment
Week 1	Jan 10	Course Introduction MSP History MSP Payment Schedule Preamble Information Sources Aboriginal Health	Assignment 1 - Web Search Exercise Purchase Med Access Chit
	11	Introduction to Billing Service/Fee Codes ICD9s Billing Routine	Assignment 2 - Billing Theory 1
	13	Fee Items with Prefixes Uninsured Services No Charge Referrals Eligibility Checks	Assignment 3 - Billing Theory 2
	14	In Class Assignment 1 - Billing and Payment Schedule	

Week	Date	Topic	Assignment
Week 2	17	Introduction to Med Access Setup Google Chrome browser Set up working hours for provider schedules Add patients	Add Patients
	18	Update Patient Demographics Record allergies Record Medications Appointment Types Appointment Templates Book appointments	Assignment 4 - Update Patient Demographics Assignment 5 - Scheduling Exercise 1
	20	Patient Status Add Family Members Add Profile Items – Patient Alerts Etc.	Assignment 6 - Add Family Members Assignment 7 - Patient and Staff Alerts Assignment 8 - Scheduling Exercise 2
	21	Appointments: • Search for and Modify Appointments • Move, Cancel and Rebook Appointments • Appointment Status • Unregistered Patient • Check-in Patients View and Navigate Appointment Schedule Appointment Reminder Letters	Assignment 9 - Scheduling Exercise 3 Assignment 10 – Updating Appointments
Week 3	24	Open and View Patient Charts Enter Visit Notes (SOAP Notes)	Assignment 11 - SOAP Notes
	25	Create Tasks Print Sick Notes File Attachment to New Tasks	Assignment 12 - Creating Tasks
	27	Import Documents Clean Up and Add to Patient Charts	Assignment 13 - Import and File Documents to Patient Charts
	28	**In Class Assignment 2**	
Week 4	31	Electronic Billing - General Practice	Assignment 14 - Billing Exercise 1
	Feb 1	Electronic Billing - General Practice No Charge Referrals	Assignment 15 - Billing Exercise 2
	3	Midterm Review	
	4	**Midterm**	
Week 5	7	Electronic Billing - General Practice ▪ Reciprocal Billing	Assignment 16 – Billing Exercise 4
	8	Electronic Billing - General Practice ▪ INR ▪ Private Billing	Assignment 17 – INR and Other Insurer Billings

Week	Date	Topic	Assignment
		▪ Patient Pay	
	10	Duplicate/Multiple Claims ICBC Out-Of-Office Hours CCFPP	Assignment 18 – More Complicated Billings
	11	Long-Term Care Facility Accompanying Patients Crisis Intervention	
Week 6	15	Worksafe BC – Guest Speaker	
	16	Worksafe BC Billings	Assignment 19 – WorkSafe Billings Assignment 19A – More WorkSafe Billings
	18	Chronic Disease Management	Assignment 20 - CDM
	19	Reconciliation	Assignment 21 - Reconciliation
Week 7	21	Family Day Holiday	
	22	Final Exam Review	
	24	**Final Exam**	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page.
http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Assignments & Activities		25%
In-Class Assignments (2)		15%
Midterm Exam		30%
Final Exam		30%
	TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

Lecture Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

Deadlines and exams

You must submit your assignments by the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

a) notifies the instructor *in advance* of the exam (not after), and
b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

Please note: the use of cell phones during a test or quiz is not allowed and may result in a zero for that assessment.

SCHOOL OR DEPARTMENTAL INFORMATION

https://legacy.camosun.ca/learn/school/business/

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related

barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy
Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course
Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

Medical / Compassionate Withdrawals
Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-

and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.