

INTER AMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
BUSINESS FACULTY
UNDERGRADUATE DEPARTMENT
OFFICE SYSTEMS ADMINISTRATION PROGRAM

SYLLABUS

I. GENERAL INFORMATION

Course Title	:	Health Services Billing
Code and number	:	OMSY 3000
Credits	:	Three (3)
Academic Term	:	
Instructor	:	
Office Location and Hours	:	
Office Telephone	:	
E-mail	:	

II. COURSE DESCRIPTION

Study of the terminology for the invoicing of health services. Application of the fundamental concepts of manual and electronic invoicing. Requires 45 hours of lecture-laboratory. Prerequisite: OMSY 2240 or OMSY 2400 and 2500.

III. PROGRAM LEARNING OUTCOMES

- Demonstrate knowledge and understanding of the tasks and responsibilities of an office administrator.
- Demonstrate knowledge and understanding of the current legislation and regulations on the confidentiality of documents of the customers that the company serves.
- Demonstrate social responsibility while carrying out tasks inherent to the profession.

IV. OBJECTIVES

It is expected that upon completing the course, the student should be able to:

1. Demonstrate mastery of the process of organizing a billing system for medical services.
2. Demonstrate knowledge of the responsibilities of the medical billing specialist.
3. You will correctly complete the HCFA 1500 claim form manually and electronically.
4. You will use the ICD and CPT manuals for the correct coding of diagnoses and procedures.
5. Will apply the rules for billing medical services.

6. Analyze the laws related to medical plans, record management, billing quality, collections, and electronic billing.
7. Demonstrate desirable habits and attitudes for working in a medical services office.

V. CONTENT

- a. The claim process to types of health insurance coverage
- b. the payment process
- c. responsibilities of the medical billing specialist
- d. Legal considerations to medical-legal information
- e. importance of confidentiality in the management of medical records
- f. protection against fraudulent situations
- g. HIPAA law
- h. Coding
- i. diagnostic coding and the ICD
- j. coding procedures and the CPT
- k. Form 1500
- l. determination of charges
- m. Refund process to. managed care health plans
- n. Medicare
- o. Medicaid

VI. LEARNING ACTIVITIES

VIII. TEACHING ACTIVITIES AND STRATEGIES

The following teaching strategies are suggested for the course:

- A. Practice exercises
- B. Discussion of readings and exercises
- C. Application exercises
- D. Self-assessment
- E. Collaborative work
- F. Videos

G. Supplemental Readings and Exercises

Use of Total Quality and Assessment strategies:

- A. Self-assessment
- B. Reflection exercises
- C. "One minute paper"
- D. Cooperative learning
- E. Summarize in a sentence
- F. Summarize in one word
- G. Group work
- H. Brainstorming
- I. Portfolio

VII. EVALUATION

The following evaluation criteria are recommended to demonstrate the achievement of the course objectives. However, the teacher can use those assessment criteria that he / she considers pertinent to the course.

Theory exams (two)	40%
Manual and electronic billing	40%
Miscellaneous note	20%

Assignments, Assessment, Projects visits to medical services offices
search for information on the internet, others.

VIII. SPECIAL NOTES

A. Auxiliary services or special needs

All students who require auxiliary services or special assistance must request them at the beginning of the course or as soon as they become aware that they need them, through the corresponding registry, in the Office of the Coordinator of services for students with disabilities, Dr. María de los Ángeles Cabello. She is located in the Counseling and Counseling Program, office 111, on the first floor of the John Will Harris building, extension 2306

B. Honesty, fraud, and plagiarism

Dishonesty, fraud, plagiarism and any other inappropriate behavior in relation to academic work constitutes major infractions sanctioned by the General Student Regulations. The major

infractions, as stated in the General Student Regulations, may have as a consequence, suspension from the University for a definite period greater than one year or the permanent expulsion from the University, among other sanctions.

C. Use of electronic devices

Cellular telephones and any other electronic device that could interrupt the teaching and learning processes or alter the environment leading to academic excellence will be deactivated. Any urgent situation will be dealt with, as appropriate. The handling of electronic devices that allow students to access, store or send data during evaluations or examinations is prohibited

D. Compliance with the Provisions of Title IX

The Federal Higher Education Act, as amended, prohibits discrimination because of sex in any academic, educational, extracurricular, and athletic activity or in any other program or function, sponsored or controlled by a higher education institution, whether or not it is conducted within or outside the property of the institution, if the institution receives federal funds.

In harmony with the current federal regulation, in our academic unit an Assistant Coordinator of Title IX has been designated to offer assistance and orientation in relation to any alleged incident constituting discrimination because of sex or gender, sexual harassment or sexual aggression. The Assistant Coordinator Sr. George Rivera can be reached by phone at extension 2262 o 2147, or by e-mail griverar@metro.inter.edu.

The Normative Document titled **Norms and Procedures to Deal with Alleged Violations of the Provisions of Title IX** is the document that contains the institutional rules to direct any complaint that appears to be this type of allegation. This document is available in the Web site of Inter American University of Puerto Rico (www.inter.edu).

IX. EDUCATIONAL RESOURCES

Textbook: Bek, Janet I. (2017). Health Insurance Today a Practical Approach, 6th ed.

Ortiz Santiago, Armando, Medical Office Assistant-Electronic Billing and Business Skills, 2018, second edition.

A computer program will be used for billing, according to the resources that the venues have.

X. BIBLIOGRAPHY (OR REFERENCES)

Books

American Medical Association, (2020). CPT 2020 Professional Edition. American Medical Association, (2020). 2020-ICD-10-cm.

Buck, Carol J (2021). Step by Step Medical Coding. 25 Anniversary Edition.

Buck, Carol J (2021). Workbook for Step-by-Step Medical Coding

Bayes, Nenna L. (2018). Medical Office Procedures, 8th Edition Glencoe-McGraw-Hill.

Beik, Janet (2020). Health Insurance Today: A Practical Approach. 7 editions, EvolveElsevier.com

Reference materials

1. Books: ICD and CPT (Diagnostic and Procedure Code Manuals)
2. Manuals and forms of medical plans
3. Dictionary of medical terminology
4. Public Law 104-191, Aug. 21, 1996, Health Insurance Portability and Accountability Act of 1996, 104th Congress
5. Transparencies on the different printed forms of medical insurance
6. Power Point Presentation

Other electronic references

ICD and CPT (Diagnostic and Procedure Code Manuals) books both physical and online

<http://www.icdcm.chrisendres.com/>
http://www.e-mds.com/icd_Search
<http://www.cs.umu.se/~medinfo/ICD9.html>
<http://66.17.18.109/flashcode/home.jsp>
<http://icdcoding.com/>
www.who.int/classification/icd/en/
<http://sites.google.com/site/icd10onlinetraining/>

Dictionary of Medical Terminology (online)
Spanish <http://clasicas.usal.es/dicciomed>
<http://cancerweb.ncl.ac.uk/omd/>

English <http://www.medterms.com>

10. Electronic addresses of health service plans:

Triple S: www.ssspr.com

MCS: www.mcs.com.pr/

[Humana: www.humana.com](http://www.humana.com)

[Reform: www.ssspr.com/triple-c/IPA.htm](http://www.ssspr.com/triple-c/IPA.htm)

[ELA Insurance Commissioner's Office www.ocs.gobierno.pr](http://www.ocs.gobierno.pr)

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