

3/28/2025

DATE

REQUIRED COURSE

ELECTIVE COURSE

AHD DIVISION

NEW COURSE

REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	MAP-076	TITLE: (30 Characters Max)	Medical Office Procedures II										
SEM CR HRS:	3.0	Lecture:	3.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	3.0				
Course Level:	<input type="checkbox"/> Gen Ed/IAI <input type="checkbox"/> Baccalaureate/Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/Not in Degree Audit		Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0			
Course PCS & CIP:	12 - 51.0801		IAI Code:	N/A			Contact Hours (Minutes/Week)						
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	150	8 Wks	300
Prerequisites:	Successful completion of MAP-070, MAP-072, MAP-074 and MAP-078 with a "C" or better												
Corequisites:	None												
Catalog Description: (40 Word Limit)	This course provides an advanced hands-on overview of medical office software through practical applications of medical assistant competencies such as professional office skills, coding and billing procedures, patient accounts, preparing insurance claims and posting insurance payments.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Procedural and diagnostic coding	5			
Keyboarding technique reinforcement	1			
Patient accounts	4			
Preparing insurance claims and posting insurance payments	5			
Introduction to telehealth medicine	5			
Patient billing, posting patient payments and collecting fees	5			
Banking procedures	5			
Accounts payable and accounting procedures	5			
Keyboarding speed building & proofreading reinforcement	10			
TOTAL	45	0	0	0

EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>

COURSE MATERIALS

TITLE:	Medical Assisting Administrative & Clinical Competencies	Mindtap online access
AUTHOR:	Michelle Blesi	
PUBLISHER:	Cengage	Cengage
VOLUME/EDITION/URL:	9th edition	
COPYRIGHT DATE:	2022	2022

TITLE:	Keyboarding in the Medical Office	
AUTHOR:	William Mitchell, Ronald Kapperr	
PUBLISHER:	Paradigm	
VOLUME/EDITION/URL:		
COPYRIGHT DATE:	2007	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Procedural and diagnostic coding	5	1. Perform procedural coding. 2. Perform diagnostic coding. 3. Perform electronic coding of a patient visit including CPT, HCPCS and ICD-10-CM codes. 4. Utilize medical necessity guidelines.
*Keyboarding technique reinforcement	1	1. Demonstrate improved speed and accuracy while typing by touch. 2. Demonstrate acceptable language arts skills in comma usage.

Patient accounts	4	1. Perform accounts receivable procedures to patient accounts including posting charges, payments and adjustments. 2. Inform a patient of financial obligations for services rendered. 3. Demonstrate professionalism when discussing a patient's billing record.
Preparing insurance claims and posting insurance payments	5	1. Complete insurance claim forms. 2. Process insurance claim forms.
Introduction to telehealth medicine	5	1. Prepare information for a telehealth visit 2. Demonstrate how to conduct a telehealth visit properly using correct medical terminology.
Patient billing, posting patient payments and collecting fees	5	1. Obtain accurate patient billing information. 2. Post adjustments. 3. Perform payment procedures (credit balance, nonsufficient funds and refunds). 4. Perform accounts receivable procedures for patient accounts including posting charges, payments and adjustments.
Banking procedures	5	1. Prepare a check accurately. 2. Prepare a bank deposit accurately. 3. Reconcile a bank statement accurately.
Accounts payable and accounting procedures	5	1. Establish and maintain a petty cash fund. 2. Accurately track the use of the petty cash fund. 3. Understand the difference between accounting and bookkeeping.
Keyboarding speed building and proofreading reinforcement	10	1. Keyboard a minimum of 40 wpm with 2 or fewer errors for 5 minutes.
	45	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Bill Ins Data Entry	Demonstrate and complete a billing entry and insurance payment to the computer system correctly.
Course Outcome 2	Med Bill Coding	Demonstrate correct coding procedures when billing insurance.
Course Outcome 3	Telehealth Visit	Demonstrate how to conduct a Telehealth visit properly.
Course Outcome 4	Typing	Type for 5 minutes at 40 wpm with 2 or fewer errors.
Primary Laker Learning Competency Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.		
Secondary Laker Learning Competency Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools.		

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.