

COURSE NAME: ZHCA 106 MODERN MEDICAL BILLING I**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the basics for medical billing. Upon completion of this course students will be able to: 1) explain the common medical terminology, abbreviations, symbols, and special terms, 2) discuss the medical claim cycle, private indemnity plans, managed care medical plans government medical plans, and explanations of benefits (EOB), 3) describe how to file medical claims, determine payments, use health information technology in billing, use diagnostic, and procedure codes, and 4) describe how to file medical claims, determine payments, use health information technology in billing, use diagnostic, and procedure codes.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.