

COURSE NAME: ZHCA 110 COMPUTERS IN HEALTHCARE**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the basics for electronic claims processing. Upon completion of this course students will be able to: 1) explain how to process patient information, health care, and insurance data following all governmental regulations, 2) discuss the proper ways to file paper and electronic health care claim forms, 3) describe how to use the proper diagnostic and procedure coding, and 4) explain how to correct a rejected claim, work with a clearinghouse, and appeal a rejected claim.

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.