



Wayne County Community College District

COURSE SYLLABUS

MBS 126 MEDICAL BILLING PRACTICUM EXPERIENCE

CREDIT HOURS: 4.00

CONTACT HOURS: 60.00

COURSE DESCRIPTION:

Practicum experience is 200 hours in a medical office setting receiving hands on experience in areas of medical administration which may include but not limited to medical records, scheduling, process of payments, follow-up, professional agencies and patient communication.

PREREQUISITE:

n/a

EXPECTED COMPETENCIES:

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

- Describe the medical documentation and billing cycle in a medical office.
- Discuss the rules and regulations governing protection of patients' health information.
- Be familiar with the processes for patient insurance coverage and financial responsibility.
- Work with manual and/or electronic filing systems.
- Know processes for claim billing/follow-up, patient demographic accounts, and financial reporting.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A

80%-89.9%= B

70%-79.9%= C

60%-69.9%= D

<60% = E