

**MED 131**  
**ADMINISTRATIVE OFFICE PROCEDURES II**

Prerequisites: MED 130

Corequisites: None

**COURSE DESCRIPTION:**

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, should be able to manage the economics of the medical office and supervise personnel. Course Hours per Week: Class, 1; Lab, 2; Semester Hours Credit, 2.

**COURSE LEARNING OUTCOMES:**

Upon successful completion of this course, the student should be able to demonstrate the following competencies and knowledge by written and/or competency evaluations:

- a. Identify the importance of communication with regard to establishing patient fees.
- b. Identify various credit arrangements for the patient.
- c. Compare and contrast between manual and computerized bookkeeping systems.
- d. Describe month-end activities.
- e. Identify the different banking procedures, and accounts.
- f. Demonstrate competency in preparing deposits, checks, and reconciling accounts.
- g. Discuss the process of how to purchase equipment and supplies for the medical office.
- h. Identify how to establish and maintain a petty cash system.
- i. Define key terms necessary to understand and submit medical insurance claims.
- j. Discuss Managed Care Organization (MCO's) models.
- k. Code a sample claim form.
- l. Describe how computers have affected the claims process.
- m. Differentiate between payables and receivables.
- n. Analyze the importance of billing and collections in the office.
- o. Compare and contrast financial, managerial, and cost accounting.

**OUTLINE OF INSTRUCTION**

- I. Daily Financial Practices
  - A. Patient fees
  - B. Credit arrangements
  - C. Patient transactions and the ledger

- II. Banking Processes
  - A. Accounts
  - B. Types of checks
  - C. Deposits
- III. Purchasing supplies
  - A. Purchase orders
  - B. Verification of goods
  - C. Petty cash
- IV. Medical Insurance
  - A. Diagnosis
  - B. Coding
  - C. Billing
  - D. Third party guidelines
  - E. Managed care policies and procedures
  - F. Claim forms
  - G. Computers and filing
- V. Facility Finances
  - A. Pegboard systems
  - B. Computerized systems
  - C. Receivables and Payables
  - D. Adjustments, credit balance, and NSF checks
  - E. Collection Agency