



DEPARTMENT OF NURSING

COURSE OUTLINE – UC1206 HEALTH CARE BILLING

COURSE OUTLINE – FALL 2012

INSTRUCTOR: Deena Honan **PHONE:** 780-539-2784
OFFICE: J 208 **E-MAIL:** dhonan@gprc.ab.ca

OFFICE HOURS: Call for an appointment

REQUIRED TEXT/RESOURCE MATERIALS: Materials will be provided in class

CALENDAR DESCRIPTION: UC 1206 *Health Care Billing*

This course covers the information required for unit clerks to work in medical office environment. Topics covered include basic Alberta Health Care billing, third party billing, and direct billing. Topics covered will also include business functions related to the medical office, booking and scheduling and a look at the different branches of medicine and related specialties.

Course Hours: LEC: 23

CREDIT/CONTACT HOURS: (1.5 – 0 – 0) 23 hours

DELIVERY MODE(S): Lecture, PowerPoint, Computer work

OBJECTIVES (OPTIONAL): *Upon successful completion of this course, the student will be able to:*

1. Demonstrate a working knowledge of Alberta Health Care billing.
2. Demonstrate an understanding of the Alberta Health Care bill.
3. Demonstrate an understanding of a personal health number (PHN) of a service recipient.

4. Demonstrate an understanding of a PRAC ID number of a service provider.
5. Demonstrate a working knowledge of Health Service Codes.
6. Demonstrate a working knowledge of Diagnostic Codes.
7. Demonstrate a working knowledge of fee modifiers and their definitions.
8. Demonstrate a working knowledge of facility codes, functional centers and location codes.
9. Demonstrate a working knowledge of billing for:
 - a. Common General Physician's office.
 - b. Admissions from the physician's office.
 - c. Hospital in-patients.
 - d. Emergency department.
 - e. Workers compensation.
 - f. Out of province.
 - g. Good faith billing.
 - h. Third party billing.
 - i. Diagnostic and therapeutic procedures.
 - j. Consultations.
 - k. Home visits.
 - l. Chronic care visit for a long term care patient.
 - m. Maternity and gynecology
 - n. Royal Canadian Mounted Police (RCMP).
 - o. Canadian Forces Personnel.
10. Demonstrate a working knowledge of special call backs.
11. Demonstrate a working knowledge of Alberta Health Care Submissions.
12. Demonstrate a working knowledge of Alberta Health Care Reconciliations.

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

Students must maintain an overall grade of C- (60%) to pass the course.

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS:

1) Class participation and attendance will be worth 10% of the final grade.

2) First Examination worth 30% of the final grade.

This exam is scheduled during the third week of classes.

This examination will be a combination of multiple choice, matching and short answer questions testing the content covered in **weeks one and two**.

One hour will be provided for writing this examination.

3) Mid-Term Examination worth 30% of the final grade.

This exam is scheduled during the fifth week of classes.

This examination will be a combination of multiple choice, matching and short answer questions testing the content covered in **weeks one, two, three and four with emphasis on content covered during weeks three and four**.

One hour will be provided for writing this examination.

4) Final Examination worth 30% of the final grade.

To be scheduled during GPRC exam week. The exact date, time and location of the final exam will be announced by the course instructor during class.

This examination will include a combination of multiple choice, matching, short answer and a written portion. This examination will test content covered in **weeks one, two, three, four, five, six, and seven**.

Three hours will be provided for writing this examination.

Failure to complete any course examination will result in a grade "0" for that examination. The Instructor must be notified prior to the examination in cases of illness or extenuating circumstances and special arrangements will be made in order to accommodate these students.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.