



**Grande Prairie Regional College**

**Unit Clerk Certificate Program**

**Department of Nursing Education & Health Studies**

**UC 1206**

**Health Care Billing**

**Course Outline**

**Fall 2009 and Winter 2010**

**Course Developed by:  
Louise Rawluk RN, BScN, MN**

**Revised by:  
Louise Rawluk RN, BScN, MN  
October 2009**

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**Fall Semester:****Instructor: Louise Rawluk RN, BScN, MN****Phone: 539-2037 (office)****Office: H230****E-mail: lorawluk@gprc.ab.ca**

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**Winter Semester:****Instructor: Deena Honan RN, BScN****Phone: 539-2784 (office)****Office: J208****E-mail: dhonan@gprc.ab.ca**

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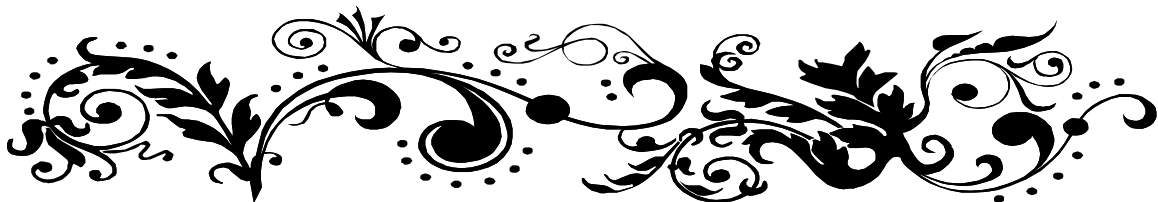
**Course Description:****UC 1206 *Health Care Billing* (1.5-0-0) 23 hours**

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**

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**Fall Semester:**

**Course Schedule: October 28 – December 18, 2009**

**Classes are scheduled for: Wednesdays 1:00 – 2:20pm and Fridays 1:00 – 2:50pm**

**Classroom location: A313**

**Required Resources: All course resources will be provided by the Instructor.**

**Last day to withdraw from this class with permission is November 27, 2009**



**Winter Semester:**

**Course Schedule: February 22 – April 16, 2010**

**Classes are scheduled for: Mondays 10:00 -11:20am and Wednesdays 2:30 – 3:50pm**

**Classroom location: A307**

**Required Resources: All course resources will be provided by the Instructor.**

**Last day to withdraw from this class with permission is April 5, 2010**

**Course Objectives:**

*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.*

## **Course Evaluation Components:**

**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.**

### Grading Conversion Chart

<b>Grade</b>	<b>Designation</b>
<b>A /A+</b>	<b>Excellent</b>
<b>A-</b>	<b>Very Good</b>
<b>B+</b>	<b>Very Good</b>
<b>B</b>	<b>Good</b>
<b>B-</b>	<b>Good</b>
<b>C+</b>	<b>Satisfactory</b>
<b>C</b>	<b>Satisfactory</b>
<b>C-</b>	<b>Satisfactory</b>
<b>D+</b>	<b>Minimal Pass</b>
<b>D</b>	<b>Minimal Pass</b>
<b>F</b>	<b>Fail</b>

### Plagiarism and Cheating

The penalty for plagiarism and or cheating is severe. It may result in expulsion of the program and the institution or may result in a failing grade. For details, please refer to the Grande Prairie Regional College calendar or website on plagiarism and cheating.

[www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf](http://www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf)

## Weekly Schedule

### *Week One*

Introduction to the Canada Health Act.

Introduction to Alberta Health Care.

Introduction to the Alberta Health Care Insurance Plan.

- Eligibility
- Dependents.
- Registering for Alberta Health Care.
- “Opting-out”.
- Alberta Health Care Cards.
- Moving.

Introduction to the basic principles of Alberta Health Care Billing.

Parts of an Alberta Health Care Bill.

- Definitions and terms used.
- Pracid numbers.
- Personal Health Numbers (PHN) and Unique Lifetime Identifiers (ULI numbers).

Introduction to the EZ bill Alberta Health Care billing program.

- Registering a patient.

*Week Two*

Introduction to General Physician's office billing.

Confidentiality.

Introduction to diagnostic codes.

Billing for comprehensive visits:

- Adult
- Child
- Pediatric
- Drivers Medical.

Injections

- Allergy, Influenza.
- Depo-Provera
- Vitamin B12
- Depo-Medrol.

***Week Three***

Introduction to fee modifiers and their definitions.

Hospital admissions and their modifiers.

- From physician office.
- From emergency department.

Billing for hospital in-patients.

Emergency Department Billing.

- Physician billing codes while on call.
- Physician billing codes while not on call.
- Emergency billing modifiers.
- Emergency billing diagnostic codes.

Workers Compensation Billing.

RCMP Billing

Military Personnel Billing

***Week Four***

Out of province billing.

Good faith billing.

Third party billing.

- Patients without Alberta Health Care coverage.
- Special billing for the Province of Quebec.
- Patients outside of Canada.
- Insurance medicals and special forms.
- Non-covered medical billing.

Billings of Diagnostic and therapeutic procedures:

- Laceration of the body, Laceration of the face.
- Suture removal, Excision of toenail/wedge resection.
- Mole removal, Warts, Removal of foreign body,  
Hemorrhoids.
- Sigmoidoscopies, Endometrial biopsy, Excisional biopsy.
- Incisional abscess, Insertion or removal of IUD.
- Cautery of epistaxis, debridement of a wound, wound or  
burn dressing.
- Others.

***Week Five***

## Consultation billing:

- Physician to physician.
- Telehealth consult with homecare.
- Telehealth consult with mental health.

## Home visits

- First patient, second and subsequent patients.
- OTHR

## Hospital in-patient billing.

Periodic chronic care visit for a long term care patient.

## Maternity and Gynecology billing:

- Pre-natal visits.
- Vaginal delivery, management of labour and attempted delivery.
- Post-partum visits (six week check-up).
- Care of a healthy newborn while in hospital.
- Newborn office billing – single and multiple births.

***Week Six***

## Special Call Backs:

- For hospital in-patients when physician called from home or office.
- To closed physician office.
- Special call back to hospital emergency department, out-patient department when called from home or physician office.
- For long-term patient in a long term facility.

***Week Seven***

## Alberta Health Care Submissions.

- Importance of keeping a paper trail.

## Alberta Health Care Reconciliations:

- How to do Alberta Health Care Reconciliations.
- Correcting errors in Alberta Health Care billing.
- How to use action codes: A, C, R, D.
- Utilizing Alberta Health Care help lines.

## Review

## Practice Alberta Health Care billing