

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
UNIFORM COURSE SYLLABUS**

**Name of Course:** Medical Billing

**Course No.** BTEC 255

**Department:** Business Technology

**Division:** Business & Economics

**I. Course Objectives**

Upon successful completion of the course, students should be able to:

- Create, edit, format, save, and print documents using MediSoft for Windows software
- Assign chart numbers, enter personal information, locate and change information
- Set up new cases, enter information on a patient's policy, accident or illness, and patient's diagnosis
- Record information about patient's visits, including procedure codes, payments, and adjustments
- Schedule appointments, use claim management, print reports, and make back-up copies
- Produce insurance claim forms, day sheets, and monthly reports
- Handle task management on a daily basis in a medical setting
- Accurately handle accounting transactions
- Create various accounting reports and accurately do data entry

**II. Topics to Be Studied**

Chapter 1: Flow of Information in the Medical Office  
Chapter 2: The Role of Computers in the Medical Office  
Chapter 3: Introduction to MediSoft  
Chapter 4: Entering Patient Information  
Chapter 5: Working with Cases  
Chapter 6: Entering Charge Transactions  
Chapter 7: Entering Payments and Adjustments  
Chapter 8: Scheduling  
Chapter 9: Using Claim Information  
Chapter 10: Printing Reports  
Chapter 11: Using Utilities  
Chapter 12: Handling Patient Records and Transactions  
Chapter 13: Setting Up Appointments  
Chapter 14: Printing Lists and Reports  
Chapters 15 & 16: Printing Statements and Creating Claims and Filing Medical Claims

**III. Special Projects to Be Included in Course**

Updated Spring 2003

Medisoft Notebook with exercises included

Interview/report from a medical office using computerized medical billing

Medical Billing Simulation

**IV. Methods of Student Evaluation**

Medisoft Notebook, Examinations, Interview/Report, Simulation

**V. Assessment of Outcomes**

Successful demonstration of Medisoft billing software competencies at 80 percent or above accuracy.

**VI. Other Information**

None Applicable.