



Grande Prairie Regional College

Unit Clerk Certificate Program

Department: Nursing

UC 1206

Health Care Billing

Developed by:
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Hours

Course Dates

Start date: February 2, 2007

End date: April 11, 2007

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 and direct billing, business functions related to the medical office, booking and scheduling and a look at the different branches of medicine and related specialties.

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 a working knowledge of Diagnostic Codes.
4. Demonstrate a working knowledge of modifiers and their definitions.
5. Demonstrate a working knowledge of billing for:
 - a. Admissions from the physicians office
 - b. Hospital in-patients
 - c. Emergency department.
 - d. Workers compensation.
 - e. Out of province.

- f. Good faith billing.
 - g. Third party billing.
 - h. Diagnostic and therapeutic procedures.
 - i. Consultations.
 - j. Home visits.
 - k. Chronic care visit for a long term care patient.
 - l. Maternity and gynecology.
6. Demonstrate a working knowledge of special call backs.
 7. Demonstrate a working knowledge of Alberta Health Care Submissions.
 8. Demonstrate a working knowledge of Alberta Health Care Reconciliations.
 9. Demonstrate a working knowledge of booking, scheduling and referrals.
 10. Demonstrate a working knowledge of managing office supplies and maintaining stock.

Assignments and Exams

Assignments - 60%

There will be an assignment each week worth 10% for a total of 60%. Each assignment will be due on the following Monday.

Assignment #1	Due: March 5, 2007
Assignment #2	Due: March 12, 2007
Assignment #3	Due: March 19, 2007
Assignment #4	Due: March 26, 2007
Assignment #5	Due: April 2, 2007
Assignment #6	Due: April 9, 2007

Job Success Skills - 10 %

It is essential that students exhibit professional work behaviors. Students will be graded on:

- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work

Final Exam – 30%

Your final exam will be scheduled by the Registrar during the period of April 14- April 24. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

Schedule

Week

Topic

One

Introduction to the basic principles of Alberta Health Care Billing
Parts of an Alberta Health Care Bill

- Using Pracid numbers
- Using Unique Lifetime Identifiers (ULI numbers)
- Part I: Introduction to diagnostic codes and their definitions

Two

General office billing
Confidentiality
Part II: Diagnostic codes
Introduction to modifiers and their definitions
Comprehensive visit for adult and child
Comprehensive visit for Drivers Medical
Injections

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

Three

Hospital admissions and their modifiers

- From physician office
 - From emergency department
- Billing for hospital in-patients
Emergency Department Billings

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

Workers compensation billing

Four

Out of province billing
Good faith billing
Third party billing

- Patients with no Alberta Health Care coverage
- Special billing for 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, Cervical lesions
- Cautery of epistaxis, debridement of a wound, wound or burn dressing
- Others

Five

Consultation billing

- Telehealth consult with homecare or mental health employee

Home visits – First patient, second and subsequent patients

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
- Cesarean Section assist
- Medical induction of labour, application of forceps
- Post-partum visits (six week check-up)

- Care of a healthy newborn while in hospital
- Newborn office billing – single and multiple births

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, outpatient department when called from home or physician office
- For long-term patient in a long term facility

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

Seven

Review

Delivery Modes

The material will be presented in a lecture style with activities set up to practice the material covered. Please communicate with the instructor any misunderstandings or uncertainties about the material covered in class.

Regular classroom attendance is **REQUIRED**. Please do not be late.

Grading Conversion Chart

Alpha Grade	Designation
A+	Excellent
A	Excellent
A-	First Class Standing
B+	First Class Standing
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Satisfactory
D+	Minimal Pass
D	Minimal Pass
F	Fail

Plagiarism

The penalty for plagiarism is severe. It may result in expulsion of the program and the institution or may result in a failing grade.

Please refer to the GPRC website on plagiarism:

www.gprc.ab.ca/pdf/policies/academic/studentmisconduct-plagiarismandcheating.pdf