COURSE OUTCOME MATRIX

Course Number and Title	MA 105 Medical Office Billing and Coding I

Credit Hours	3

Course Description	This course is designed to teach the student health insurance processing, medical coding, medical billing and financial record keeping. Additionally, students are introduced to a variety of office tasks which support these functions such as appointment scheduling, record keeping, and filing.

Prerequisite(s) and/or Corequisite(s)	Co-requisite: MA 100, MA 101, and MA 106.

Required Textbooks/References/Course Materials:

Medical Insurance - A Revenue Cycle Process Approach	8th	Newby, Bays, Valerius, Blochowaik	McGraw Hill	1260489116
CPT 2018 Standard Edition	2018	AMA	AMA	1622025989
2018 ICD-10-CM - Standard Edition	18	Carol J. Buck	Elsevier Science	0323430708

	General Education Outcomes
1	Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology).
2	Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking).
3	Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency).
4	Communicate in appropriate ways with those who are culturally diverse (intercultural competence).

	Program Outcomes
1	Students will be able to skillfully perform and document routine clinical procedures.
2	Students will perform and document routine administrative procedures.
3	Students will communicate effectively, uphold legal and ethical standards, and confidentiality for patient privacy.
4	Students will use critical thinking and problem-solving skills.
5	Students will evaluate the importance of professional growth and development.
6	Students will collect, process and test diagnostic specimens.
7	Students will maintain industry standards of quality control and safety principles in the workplace.
8	
9	
10	

	Course Outcomes (CO)	Bloom's Domain for CO (C, A, P), Category, and Level	Program Outcome(s)	Written Language	Verbal Language	Information Technology	Critical Thinking	Quantitative Literacy and Fluency	Intercultural Competence
1	Extract information from patient history, treatment and account records in order to complete insurance forms	C - Applying (3)	2, 3, 4	2	2	0	2	0	0
2	Use diagnostic and procedure codes for insurance claim completion	C - Understanding (2)	2, 3, 4	2	2	0	2	0	0
3	Detect and correctly change entry errors	C - Applying (3)	2, 3, 4	2	2	0	2	0	0
4	Maintain an Insurance claim register	C - Remembering (1)	2, 3, 4	2	2	0	2	0	0
5	Describe the various types of Health insurance claims	C - Remembering (1)	2, 3, 4	2	2	0	2	0	0
6	Prepare and maintain medical records	C - Applying (3)	2, 3, 4	2	2	0	2	0	0
7	Define health insurance terms and abbreviations	C - Remembering (1)	2, 3, 4	2	2	0	2	0	0
8	Explain the purpose of Medicare, Medicaid, and other third-party insurance carriers	C - Understanding (2)	2, 3, 4	2	2	0	2	0	0
9	Name and discuss the purpose of ICD-10-CM, ICD-10-PCS, CPT	C - Understanding (2)	2, 3, 4	2	2	0	2	0	0
10	Summarize electronic claim billing	C - Understanding (2)	2, 3, 4	2	2	1	2	0	0

Bloom's Domain Legend
C = Cognitive
A = Affective
P = Psychomotor

General Education Outcome Legend
2 = Included and Measurable
1 = Introduced and/or Minimally Addressed and Not Measurable
0 = Not included

Approved: May 2021
Reviewed: October 29, 2021