

Course Objectives/Course Outline
Spokane Community College

Course Title: Practice Finances and Management

Prefix and Course Number: MA 131

Course Learning Outcomes:

By the end of this course, a student should be able to:

VII.C.1. Define the following bookkeeping terms:

- a. Charges
- b. Payments
- c. Accounts receivable
- d. Accounts payable
- e. Adjustments

VII.C.2. Describe banking procedures as related to the ambulatory care setting

VII.C.3. Identify precautions for accepting the following types of payments:

- a. Cash
- b. Check
- c. Credit card
- d. Debit card

VII.C.4. Describe types of adjustments made to patient accounts including:

- a. Non-sufficient funds (NSF) check
- b. Collection agency transaction
- c. Credit balance
- d. Third party

VII.C.5. Identify types of information contained in the patient's billing record

VII.C.6. Explain patient financial obligations for services rendered

VII.P.1. Perform accounts receivable procedures to patient accounts including posting:

- a. Charges
- b. Payments
- c. Adjustments

VII.P.2. Prepare a bank deposit

Course Outline:

- I. Banking and Practice Finances (Chapter 18, Pearson's 4th edition)
- II. Medical Office Management (Chapter 19, Pearson's 4th edition)
- III. Professionalism (Chapter 58, Pearson's 4th edition)
- IV. Externship and Career Opportunities (Chapter 59, Pearson's 4th edition)