



## MAA 204: Medical Insurance Forms Preparation

This course provides students with an understanding of medical insurance and medical insurance forms. Students learn how to complete forms within the scope of HIPAA and utilize ICD and CPT codes for billing purposes. Students use medical software to create a calendar matrix, create and update patient medical records, schedule appointments, update insurance information, and collect and process payments. Three lecture hours per week. Instructional Support Fee applies.

### Course Student Learning Outcomes

1. Utilizing medical software to maintain medical forms. 2. Research procedural codes based on given diagnoses. 3. Complete insurance forms for client portfolios. 4. Create a medical record from start to finish, throughout the semester.

**Credits:** 3

**Program:** Medical Administrative Assistant