Douglas College

A:	Division:	**Instructional**	Date:	**SEPTEMBER 2003**
B:	Department/ Program Area:	**Commerce & Business Admin. Office Administration**	New Course [X]	Revision [ ]

If Revision, Section(s) Revised:

Date Last Revised:

C:	**OADM 265**	**D:**	**PHARMACEUTICAL AND BILLING PROCEDURES**	**E:**	**3**
	Subject & Course No.		Descriptive Title		Semester Credits

F: Calendar Description: This course is designed to introduce the student to pharmaceutical and medical billing terms and procedures. Students will receive the knowledge necessary to communicate information between pharmacists and physicians regarding prescription medications. The major emphasis is on the classifications, spelling, and pronunciation of the most commonly ordered prescription medications. The study of abbreviations, symbols, and systems of measurement used in prescriptions will also be covered. Students will be introduced to all facets of medical billing. The student will become familiar with procedures and forms related to alternate billing including Workers' Compensation, ICBC, Department of Veterans' Affairs, RCMP, out-of-province billing, and medical-legal billing. Emphasis is placed on understanding the Preamble and Fee Schedule from the Medical Services Plan of British Columbia and using this knowledge to complete day sheets and process claims manually and electronically.

G: Allocation of Contact Hours to Types of Instruction/Learning Settings

Primary Methods of Instructional Delivery and/or Learning Settings:
Lecture and Seminars

Number of Contact Hours: (per week / semester for each descriptor)

Lecture: 3 Hrs. Seminar: 1 Hr. Total: 4 Hrs.

Number of Weeks per Semester:
15 Weeks X 4 Hours Per Week = 60 Hours

H: Course Prerequisites:
English 11 with a grade of "C" or better or equivalent and OADM 114.

I. Course Corequisites:

Nil

J. Course for which this Course is a Prerequisite:
OADM 401

K. Maximum Class Size:
30

L: PLEASE INDICATE:

[ ] Non-Credit

[X] College Credit Non-Transfer

[ ] College Credit Transfer: Requested [ ]   Granted [ ]

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:
1. explain the divisions of pharmacology, drug administration routes, drug action terms, drug toxicity terms, and drug effects in the body.
2. recognize drug names; chemical, generic, brand, prescription, non-prescription, and controlled
3. demonstrate an understanding of the Compendium of Pharmaceuticals and Specialties
4. recognize and use abbreviations, symbols, and systems of measurement used in prescriptions
5. describe the classifications of drugs based on preparation
6. describe the classifications of drugs based on action
7. demonstrate an ability to pronounce and spell the most commonly ordered prescription medications.
8. identify types of alternate billing and collection procedures
9. identify and complete basic medical forms
10. apply knowledge of the Preamble and Fee Schedule to Medical Services Plan billing procedures
11. complete manual day sheets and identify information necessary to accurately process claims to the Medical Services Plan of B.C.
12. use a medical billing computer program to produce and print computer generated day sheets and to process claims to the Medical Services Plan of B.C.

N: Course Content

1.0 Application of pharmaceutical terminology to:
   1.1 divisions of pharmacology
   1.2 drug administration routes
   1.3 drug action terms
   1.4 drug toxicity terms
   1.5 drug effects in the body

2.0 Drug names
   2.1 chemical
   2.2 generic
   2.3 brand/trade
   2.4 prescription
   2.5 non-prescription
   2.6 controlled

3.0 Reference material
   3.1 Compendium of Pharmaceuticals and Specialties

4.0 Prescriptions
   4.1 parts including superscription, inscription, subscription, signature
   4.2 abbreviations and symbols commonly used
   4.3 systems of measurement

5.0 Classifications of drugs based on preparation
   5.1 liquids
   5.2 solids

6.0 Classifications of drugs based on action
   6.1 analgesics
   6.2 antibiotics
   6.3 antianxiety agents

6.4   antidepressants
6.5   anticonvulsants
6.6   bronchodilators
6.7   gastrointestinal agents
6.8   cardiovascular and hypertensive drugs
6.9   steroids
6.10 hormones
6.11 oncology drugs

7.0   Pronunciation and spelling of prescription medication
7.1   analgesics
7.2   antibiotics
7.3   antianxiety agents
7.4   antidepressants
7.5   anticonvulsants
7.6   bronchodilators
7.7   gastrointestinal agents
7.8   cardiovascular and hypertensive drugs
7.9   steroids
7.10 hormones
7.11 oncology drugs

8.0   Alternate billing and required form completion
8.1   Workers' Compensation Board
8.2   Insurance Corporation of B.C.
8.3   travellers' insurance
8.4   private insurance
8.5   employment and life insurance medicals
8.6   government billing including immigration, emigration, R.C.M.P. and Department of Veterans' Affairs
8.7   medical-legal
8.8   cash, self-responsible patients
8.9   out-of-province claims
8.10 non-medically required services
8.11 hospital benefits

9.0   Medical Services Plan
9.1   CareCard information
9.2   preamble
9.3   fee schedule
9.4   location codes
9.5   diagnostic codes
9.6   specialty codes
9.7   practitioner and payment numbers
9.8   claims processing system
9.9   remittance statements and explanatory codes
9.10 claims coverage enquiry

10.0   Claims processing information
10.1 required claims processing information and manual day sheets
10.2 computer-generated day sheets and electronic claims processing

Date of New Course: February 2003

O: Methods of Instruction

A combination of lecture, guest speaker, demonstration, guided practice, and self-paced laboratory assignments and projects will be used. Active learning is an integral part of this course and major emphasis will be placed on a "hands-on" environment to allow students to work both independently and collaboratively to learn and apply pharmaceutical and medical billing concepts and procedures.

P: Textbooks and Materials to be Purchased by Students

Bonewit-West, Kathy. Clinical Procedures for Medical Assistants, Latest Edition, W.B. Saunders Company.
Chabner, Davi-Ellen. The Language of Medicine, Latest Edition, W.B. Saunders Company.

NOTE: The above texts are also used in OADM 114, 214 and 325

2 Manuals: M.O.A. Medical Billing. Compiled by Susan Rathborne, Douglas College Publications.
            Medical Services Commission Payment Schedule. Latest edition, Douglas College Publications.
2 x 31/2 High Density formatted disks

Q: Means of Assessment

Test 1	15%
Mid-term	20%
Test 2	15%
Software Manual Quizzes (minimum of 4)	10%
Test 3 (Computer Billing)	10%
Final Exam	20%
Course Assignments	10%
	100%

R: Prior Learning Assessment and Recognition: Course is open for PLAR

Course Designer(s): **Susan Rathborne**   Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**   Registrar: **Trish Angus**

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