

Date of Previous Revision: **2003-09 new course**

Date of Current Revision: **2004-09**

C:

OADM 1265

D:

Pharmaceutical & Billing Procedures

E:

3

Subject & Course No.	Descriptive Title	Semester Credits
<p>F: Calendar Description:</p> <p>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.</p>		
		<p>H: Course Prerequisites:</p> <p>English 11 with a grade of "C" or better or equivalent and OADM 1114</p>

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

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 1114, OADM 1214 and OADM 1325

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 3 1/2 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%