

(600) Medical Coding

Description

This contest will test the student's knowledge and skills in medical coding.

Eligibility

Any secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator

Guidelines. Members who violate this rule will be disqualified.

Published and/or unpublished non-electronic written reference materials

Must supply latest release of medical coding reference manual

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical coding skills to a variety of medical diagnoses/conditions
- Demonstrate knowledge of coding guidelines
- Explain what code numbers are used in various healthcare settings
- Recognize the coding method by the number assigned
- Assign codes accurately using appropriate coding guidelines
- Accurately define coding terms, abbreviations, and symbols
- Determine coding sequence based on diagnoses provided

Method of evaluation

Objective Test - ***Reference materials are allowed.***

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

(605) Health Insurance and Medical Billing

Description

Assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

Eligibility

Any secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be disqualified.

Published and/or unpublished non-electronic written reference materials

Must supply latest release of medical coding reference manual

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Competencies

- Demonstrate understanding of various types of insurance (private, third-party payer, government, group, individual, etc.)
- Highlight insurance verification skills (troubleshooting insurance eligibility, determining primary vs. secondary coverage, etc.)
- Complete insurance prior authorization requests for different types of healthcare
- Accurately complete insurance claim submission forms (HCFA 1500, etc.)
- Reconcile insurance payments with patient payments
- Demonstrate understanding of medical billing operations and patient account management

Method of evaluation

Application and Objective - ***Reference materials are allowed.***

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

(610) Health Administration Procedures

Description

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office. Tests are written using AHDI guidelines and Taber's or Dorland's medical dictionaries.

Eligibility

Any secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be disqualified.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Apply formatting and place information in correct SOAP and HPIP format
- Prepare telephone messages
- Proofread using edited copy
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records, process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test - **Reference materials are allowed.**

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

(615) Health Research Presentation

Description

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally on the provided health topic.

Eligibility

Any secondary division student member may enter this event.

Member must supply

Presentation device and software

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at NLC; however, members may provide their own access to be used only for their presentation to the judges

Members must bring all supporting devices (e.g., extension cords, power supply, etc.)

Carry-in and setup of equipment must be done solely by the member and must take place within the time allotted

Business Professionals of America assumes no responsibility for hardware/software provided by the member. Props or visual aids are allowed in this competition. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Topic

The healthcare system is currently experiencing an increase in mental health-related issues such as patient anxiety and staff burnout. Create a presentation for the Board of Directors at a nearby hospital proposing they establish an animal-assisted program to benefit patients and staff.

Competencies

- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate ability to successfully address and resolve difficult situations with physicians (i.e. - changing a doctor's schedule to accommodate operational needs)
- Provide excellent customer service to a patient and resolve their concern while maintaining compliance with all healthcare regulations
- Understand and explain a complex healthcare policy

Specifications

- The member shall design a computer-generated multimedia presentation on the assigned topic.
- The member is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Member should use space, color, and text as design factors.
- The use of graphics, including charts, is to be a part of the presentation.

- The length of setup will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) copy of the signed Release Form(s) and Works Cited must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to Style & Reference Manual.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- The Competitor is responsible for securing a signed Release Form(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The presentation content must be on the member's computer hard drive, a CD-ROM/DVD, or a USB drive.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.pdf>. The *Style & Reference Manual* contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than three (3) minutes for setup

No less than seven (7) and no more than ten (10) minutes for oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Judges' comments will be returned digitally through the online judging system at the national level.

Materials submitted for competition *cannot* be returned.

(615) Health Research Presentation

Judge Number _____

Member ID _____

Presentation Scoring Rubric

Required Elements (If any questions below are checked NO, stop scoring and assign a TOTAL score of 0)	
Member followed topic	<input type="checkbox"/> Y <input type="checkbox"/> N
Member followed Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Y <input type="checkbox"/> N
If no to either question, please stop scoring and provide a brief reason for the <i>disqualification</i> :	

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
All Points or none are awarded per item below					
Set-up lasted no more than three (3) minutes				5	
Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes				5	
Documentation submitted at time of check-in: Works Cited (1 copy) and signed Release Form(s) (1 copy) at time of presentation <i>Must have copies for both preliminaries and finals</i>				10	
Works Cited formatted according to the <i>Style & Reference Manual</i>				10	
TOTAL PRESENTATION POINTS (250 points maximum)					

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES

Props and/or additional items shall not be used as a basis for scoring.

(690) Health Administration Concepts - Open Event

Description

This contest will assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

Eligibility

Any secondary division student member may enter this event.

Member must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Members who violate this rule will be disqualified.

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Competencies

- Concepts of medical terminology (word parts, abbreviations, suffixes, prefixes)
- Integumentary System
- Skeletal and Muscular Systems
- Blood, Lymphatic System, and Immunology
- Cardiovascular System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive Systems
- Nervous System
- Endocrine System

Method of evaluation

Objective Test - ***Reference materials are NOT allowed.***

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited