## Competency Objective:
Accurately post a returned check and NSF fee.

## Equipment/Conditions:
Student handout, computer with word processing software and internet access to ConnectPlus system from McGraw-Hill and ledger card for William Smith from previous competency.

## Accuracy Standards:
All performance mechanics must be completed accurately and professionally to pass the competency. Should the assessment render a non-proficient on any step, or if the student neglects to complete a step, the competency is not passed and will need to be attempted again. Students will receive three attempts to pass the competency. The second attempt will be scaled by 0.89, the third by 0.79.

### Performance Mechanics


2. Post the insurance billing and payment.
   - On November 15, the insurance company was billed for the 11/12/XX office visit. Indicate this on the ledger.
   - On December 1, Check #997564 was received from Medica. The amount received was 80% of the office visit charge for 11/12/20XX. Calculate this amount and post the payment to the ledger.

3. Post the patient billing and payment.
   - On December 15, the 1st billing notice was sent to the patient. Indicate this on the ledger.
   - On January 2, check #3187 paying the remainder in total was received from the patient. Calculate and post this payment.

4. Post the returned check and NSF fee. On January 4, notice was received from the bank that the patient’s account did not have sufficient funds to pay the check. Post the NSF check and a $15 NSF fee.


6. Task completed within time previously specified by instructor. Start time: ______ End time: ______