



Course Master Syllabus

CATALOG DESCRIPTION: This course will enable students to become proficient with the use of ICD-10 and CPT coding in the medical office environment and will orient the students into managed care networks and recognize their influence on medical office billing and management.

PREREQUISITE(S): MED 176/685, MED 177/677

COREQUISITE(S): MED 186/686

CREDITS: 3 **HOURS:** 3.5 (60 Classroom Hours)

*Last class session is 4 hours

REQUIRED TEXT(S): MindTap Medical Insurance & Coding, 2 terms (12 months)
Instant Access for Green's Understanding Health Insurance: A
Guide to Billing and Reimbursement, 14th Edition

CENGAGE COURSE KEY:

SUPPLEMENTAL MATERIALS:

INSTRUCTOR INFORMATION:

OFFICE HOURS:



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| CORE COMPETENCIES: The following core competencies are embedded in this curriculum: Communicate effectively in both speech and writing; and effectively using information; Use computer systems or other appropriate forms of technology to achieve educational and personal goals; Understand ethical issues and situations; Address an information need by locating, evaluating and effectively using information. | |
| LEARNING ASSESSMENT | |
| <i>Student Learning Outcomes:</i> | <i>Suggested Means of Assessment:</i> |
| Identify and describe the various types of insurance plans; including traditional plans, managed care plans, Medicare/Medicaid plans, Disability/Worker’s Compensation Insurance, and other government insurance plans. | Written quizzes/exams, graded homework, graded practical exercises, research projects/papers |
| Perform both procedural and diagnostic coding | Written quizzes/exams, graded homework, graded coding exercises |
| Apply coding concepts and be able to complete and process insurance claims forms | Written quizzes/exams, graded homework, graded practical exercises |
| Describe the process for obtaining precertification and preauthorization and how that affects patient billing | Written quizzes/exams, graded homework, graded practical exercises |
| Describe the procedures for both internal and external collection on unpaid patient balances | Written quizzes/exams, graded homework, graded practical exercises |
| Identify and describe the various types of insurance plans; including traditional plans, managed care plans, Medicare/Medicaid plans, Disability/Worker’s Compensation Insurance, and other government insurance plans. | Written quizzes/exams, graded homework, graded practical exercises, research projects/papers |
| GRADING SYSTEM: | |
| A = 90 < 100 | C+ = 77 < 80 |
| B+ = 87 < 90 | C = 75 < 77 |
| B = 80 < 87 | F = Below 75 |

DISABILITY SERVICES STATEMENT: Warren County Community College is committed to providing all students equal access to learning opportunities. Student Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, learning, vision, hearing, physical or systemic), are invited to contact Student Services to arrange a confidential discussion at (908) 835-2300 or by email at StudentServices@Warren.edu as soon as possible. Students registered for Disability Services with Student Services, who have requested accommodations for the current semester will be provided with an electronic letter



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detailing individual accommodations and are encouraged to contact the instructor early in the semester to discuss accommodations outlined in their letter.

INSTRUCTIONAL SUPPORT CENTER: The Instructional Support Center (ISC), located in Room 105 across from the library, provides academic support at no cost to WCCC students and is available for courses in which they are currently enrolled. The ISC is staffed with trained professional and peer tutors who are ready to help you understand and succeed. For scheduling or further information, visit the ISC in person, online at <http://www.warren.edu/tutoring/> or by telephone at (908)835-2354.

STATEMENT AND POLICY ON CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY: Students are required to perform all the work specified by the instructor, and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

REQUIRED FORMAT FOR RESEARCH PAPERS: Research papers written for any Warren County Community College class must conform to the required documentation style. Papers written for humanities (and some social science) classes will follow the most recent edition of the Modern Language Association (MLA) in-text citation and bibliographic methods. Social science and science papers will require the use of the most recent edition of the American Psychological Association (APA) in-text citation and bibliographic methods.

Please consult with your instructor regarding the correct documentation style to use in his/her class.

ATTENDANCE POLICY: Students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class and all homework assignments.

Grades are based on the quality of work completed in meeting the requirements for a particular course, as stated in the course syllabus and catalog description.

Excessive absence may be considered sufficient cause for dismissal from class by an instructor or other appropriate college staff member. Any decision to exclude a student from class or the



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College due to excessive absence shall be subject to review by the President in accordance with established procedures. Students who have not attended class are not entitled to a refund of tuition.

WCCC HAYTAIAN & MAIER LIBRARY: (908) 835-2336 <http://warren.libguides.com>

Library Hours

Monday-Thursday 8am-8pm

Friday 8am-3pm

Check the Academic Calendar for specific holiday dates. Exceptions may apply during breaks and summer sessions. Any changes to the Library's hours are posted on the Library's web page and near the Library doors.

- **Passwords and Log-Ins-**The Library is responsible for resetting passwords for your Network account (email, computers, Wi-Fi, library resources, and printing). This cannot be reset over the phone. Please stop by the Library for help.
- **College IDs-**College IDs are required for all students. The Library is responsible for producing all ID cards. To get an ID card you must bring to the Library a current copy of your class schedule and another form of ID. Your student ID is also your library card and is needed to check materials out of the Library. Your first ID card is free and replacement cards are issued at a cost to the student.
- **Inter-Library Loan (ILL)-**The Library participates in a nation-wide inter-library loan program which is available free to all students and faculty. You can either submit ILL requests via the Internet (form available on the Library's web page) or in person at the circulation desk.

TOPICAL OUTLINE:

Introduction to Health Information Technology & Medical Billing, Introduction to Medisoft, Scheduling, Entering Patient Information, Working with Cases, Entering Charge Transactions and Patient/Insurance Payments, Creating Claims, Creating Patient Statements, Collections, Creating Reports. Introduction to the Electronic Medical/Health Record, Patient Charts, Patient Tracking, The Office Visit, Clinical Tools, Tests, Procedures, and Diagnosis Codes.



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The following MAERB Core Curriculum Competencies are taught and assessed in this course:

Cognitive Domain

- VII.C. 5. Identify types of information contained in the patient's billing record**
- VII.C. 6. Explain patient financial obligations for services rendered**
- VIII.C. 1. Identify:
 - a. types of third party plans**
 - b. information required to file a third party claim**
 - c. the steps for filing a third party claim****
- VIII.C. 2. Outline managed care requirements for patient referral**
- VIII.C. 3. Describe processes for:
 - a. verification of eligibility for services**
 - b. precertification**
 - c. preauthorization****
- VIII.C. 5. Differentiate between fraud and abuse**
- IX.C. 1. Describe how to use the most current procedural coding**
- IX.C. 2. Describe how to use the most current diagnostic coding classification system**
- IX.C. 3. Describe how to use the most current HCPCS level II coding system**
- IX.C. 4. Discuss the effects of:
 - a. upcoding**
 - b. downcoding****
- IX.C. 5. Define medical necessity as it applies to procedural and diagnostic coding**

Psychomotor Domain

- VII.P. 3. Obtain accurate patient billing information**
- VIII.P. 1. Interpret information on an insurance card**
- VIII.P. 2. Verify eligibility for services including documentation**
- VIII.P. 3. Obtain precertification or preauthorization including documentation**
- VIII.P. 4. Complete an insurance claim form**
- IX.P. 1. Perform procedural coding**
- IX.P. 2. Perform diagnostic coding**
- IX.P. 3. Utilize medical necessity guidelines**

Affective Domain

- VII.A. 1. Demonstrate professionalism when discussing patient's billing record**
- VII.A. 2. Display sensitivity when requesting payment for services rendered**
- VIII.A. 1. Interact professionally with third party representatives**
- VIII.A. 2. Display tactful behavior when communicating with medical providers regarding third party requirements**



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- VIII.A. 3. Show sensitivity when communicating with patients regarding third party requirements**
- IX.A. 1. Utilize tactful communication skills with medical providers to ensure accurate code selection**

GRADING METHODS:

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