



**Course Master Syllabus**

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**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):** None

**COREQUISITE(S):** MED 687

**CREDITS:** 3

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

\*Last class session is 4 hours

**REQUIRED TEXT(S):** Green, M. (2018). *Understanding health insurance: A guide to billing and reimbursement* (14<sup>th</sup> ed.). Cengage.

**COURSE KEY:**

**SUPPLEMENTAL MATERIALS:**

**INSTRUCTOR INFORMATION:**

**OFFICE HOURS:**



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<b>CORE COMPETENCIES:</b> 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.	
<b>LEARNING ASSESSMENT</b>	
<b><i>Student Learning Outcomes:</i></b>	<b><i>Suggested Means of Assessment:</i></b>
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
<b>GRADING SYSTEM:</b>	
	C+ = 77 < 80
A = 90 < 100	C = 75 < 77
B+ = 87 < 90	F = Below 75
B = 80 < 87	

**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](mailto: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**

Text: 908-652-4445

Email: [lstoll@warren.edu](mailto:lstoll@warren.edu)

<http://warren.libguides.com>

Please see the library's website above for current semester hours.

The WCCC Library offers a wide range of services to students specific to the information literacy goals of the College which includes suggesting research strategies, facilitating the use of both digital and print resources, as well as assisting students with citations to avoid plagiarism.

The library also serves as the College's computer space, with computers for students to use when the library is open. Students also have free, unlimited printing from the College's computers, as well as space to study.

The library is where students can get their college student ID cards. All students are required to get a student ID card and carry it while on campus for security purposes. To get a student ID card, you must bring another form of ID to the library. You may also be asked to bring a printed copy of your current class schedule. You can get a student ID card any time that the library is open. These cards do not expire and can be used for your duration at WCCC.

Additionally, the library participates in a national inter-library loan program which is available free to all students and faculty. You can submit ILL requests by emailing the librarian or by stopping by the library's circulation desk.

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

**Cognitive Domain**

**VII.C. 4 Identify patient financial obligations for services rendered**

**VIII.C. 1 Identify:**

- a. types of third party plans
- b. steps for filing a third party claim

**VIII.C. 2 Identify managed care requirements for patient referral**

**VIII.C. 3 Identify processes for:**

- a. verification of eligibility for services
- b. precertification/preauthorization
- c. tracking unpaid claims
- d. claim denials and appeals



- VIII.C. 4 Identify between fraud and abuse as they relate to third party reimbursement
- VIII.C.5 Define the following:
  - a. bundling and unbundling of codes
  - b. advanced beneficiary notice (ABN)
  - c. allowed amount
  - d. deductible
  - e. co-insurance
  - f. co-pay
- VIII.C.6 Identify the purpose and components of the Explanation of Benefits (EOB) And Remittance Advice (RA) Statements
- IX.C. 1 Identify the current procedural and diagnostic coding systems, including Healthcare Common Procedural Coding Systems (HCPCS Level II)
- IX.C. 2 Identify the effects of:
  - a. upcoding
  - b. downcoding
- IX.C. 5 Define medical necessity

**Psychomotor Domain**

- VII.P.3 Inform a patient of financial obligations for services rendered
- VIII.P. 1 Interpret information on an insurance card
- VIII.P. 2 Verify eligibility for services
- VIII.P. 3 Obtain precertification or preauthorization with documentation
- VIII.P. 4 Complete an insurance claim form
- VIII.P.5 Assist a patient in understanding an Explanation of Benefits (EOB)
- IX.P. 1. Perform procedural coding
- IX.P. 2. Perform diagnostic coding
- IX.P. 3. Utilize medical necessity guidelines

**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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**METHODS OF EVALUATION:** Tests, Quizzes, Class Participation, Papers/Projects, Final Examination, and Work Products which assess the cognitive, psychomotor, and affective domains.

**GRADING SYSTEM:**

Tests and Quizzes	50%
Papers/Projects/Work Products	20%
Class Participation	5%
Final Exam	25%

CAAHEP requires that medical assisting students pass 100% of all psychomotor and affective domain objectives and competencies in order to be eligible for program completion. 75% or higher is considered passing for all courses and related competencies. Students may make 3 attempts to successfully complete each work product competency.

**LATE WORK POLICY:**

Late work is unacceptable unless prior arrangements have been made with the appropriate instructor.

**MISSED EXAM POLICY:**

Scheduled exams cannot be cut. Illness and excused absences are the exceptions. Absence for an exam or quiz will result in a 10% grade deduction on that assessment.

Students who miss a scheduled examination must make arrangements with the instructor and/or the ISC department to schedule a time to make up that exam.



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<b>Lesson</b>	<b>CHAPTER(S)</b>
1	<b>Chapter 1: Health Insurance Specialist Career</b>
2	<b>Chapter 2: Introduction to Health Insurance</b>
3	<b>NO CLASS</b>
4	<b>Chapter 3: Managed Care</b>
5	<b>Chapter 4: Revenue Cycle Management</b> <b>Test #1</b>
6	<b>Chapter 6: ICD-10-CM Coding</b> <b>Test #2</b>
7	<b>Coding Sessions – ICD-10-CM Coding</b>
8	<b>Chapter 7: CPT Coding</b> <b>Chapter 8: HCPCS Level II Coding</b>
9	<b>Coding Sessions - CPT Coding</b>
10	<b>Chapter 10: Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity</b> <b>Chapter 11: CMS-1500 and UB-04 Claims Slim Claim</b>
11	<b>Chapter 12: Commercial Insurance</b> <b>Test #3</b> <b>Slim Claims Begin</b>
12	<b>Chapter 13: BlueCross Blue Shield</b>
13	<b>Chapter 14: Medicare</b> <b>Chapter 9: CMS Reimbursement Methodologies</b>
14	<b>Chapter 15: Medicaid</b> <b>Quiz</b>
15	<b>Chapter 16: Tricare</b> <b>Chapter 17: Workers Compensation</b> <b>Test #4</b>
16	<b>Chapter 5 Legal and Regulatory Issues review - Exam Review</b>
17	<b>Final Examination</b>