

MARTIN COMMUNITY COLLEGE
COURSE SYLLBUS
Semester/Year: Spring 2011

COURSE NUMBER: OST 148 (1)

INSTRUCTOR: Jannette Harris

COURSE TITLE: Med. Coding, Billing & Ins

OFFICE NO.: N/A

CREDIT HOURS: 3

OFFICE/VIRTUAL HRS: By appt.

CONTACT HRS. WEEK: 3

PHONE NO.: (252)789-0246
Contact Dr. Broughton

PREREQUISITES: None

FX: (252) 792- 0826 (MCC)

COREREQUISITES: None

Email: jharris@mcc.martincc.edu

Course Description: This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of accurately complete a medical insurance claim.

Program Learning Outcomes:

1. Demonstrate an understanding of the administrative, support processes, functions and how these influence effective business practices in an office or business setting.
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and administrative support in an office or business setting.
3. Demonstrate professional communication skills to process manage and communicate information in an office or business setting.

Course Learning Outcomes:

Upon successful completion of OST 148 Medical Coding, Billing, and Insurance, the student will be able to demonstrate the following competencies:

1. Describe types of medical insurance
2. Identify the diagnostic and procedure coding systems used with health care claims
3. Identify procedures for obtaining patient demographic information, insurance verification, and authorizations and collecting time-of-service payments

Other Outcomes:

4. Complete HIPAA-compliant health care claims for Medicare, Medicaid, and TRICARE/CHAMPVA; Worker's Compensation; and private payers, including Blue Cross and Blue Shield Plans, commercial carriers, and managed care organizations
5. Discuss HIPAA, legal, and ethical considerations with emphasis on confidentiality and fraud related to insurance
6. Discuss the processing of payers' remittance advices (RAs/EOBs) and patient billing/collections

Required Textbooks: Green, Michelle & Rowell, Joann; *Understanding health insurance*; Cengage Learning, Clifton Park, NY; 2011.

Supplemental Resources: Workbook/text bundle along with case and other assignments will be announced as the course progresses.

Learning/Teaching Methods: Internet Assignments, discussion boards and scheduled meetings as required with student. Assignments and tests/exams will be based on course material. Outside reading assignments along with special research projects may be utilized.

ASSESSMENTS/METHODS OF EVALUATION:

Cases/Claims/Tests/Exam	60%
Homework/Quizzes	20%
Attendance/Participation	10%
Outside Reading/Other	<u>10%</u>
	100%

GRADING POLICY: A= 90 - 100; B= 80 - 89; C = 70 - 79; D = 60 - 69; F = 59 and below.

Course Outline:

- Chapter 1 Health Insurance Specialist Career
- Chapter 2 Introduction to health Insurance
- Chapter 3 Managed health care
- Chapter 4 Processing an Insurance claim
- Chapter 5 Legal and Regulatory Issues
- Chapter 6 ICD-9-CM coding
- Chapter 7 CPT coding
- Chapter 8 MCPc's Level II coding
- Chapter 9 CMS Reimbursement Methodologies
- Chapter 10 Coding for Medical necessity
- Chapter 11 Essential cMS-1500 claim Instructions
- Chapter 12 Commercial Insurance
- Chapter 13 Blue Cross Blue Shield
- Chapter 14 Medicare
- Chapter 15 Medicaid
- Chapter 16 TRICARE
- Chapter 17 Workers' compensation

STUDENT ATTENDANCE POLICY:

The Martin Community College attendance Policy (Martin Community College Career Catalogue Addendum for fall 2007) is in effect, as well as the administrative withdrawal policy (Martin Community College Career Catalogue addendum for fall 2007). Students must attend at least one within the first 10% of the scheduled hours of the class in order to be enrolled, or their names will be removed from the attendance roster. Students missing more than 6 (six) contiguous contact hours without contacting, and speaking to the instructor or more than 20% of the total contact hours may be administratively withdrawn from class, and in that case will receive "WF" which counts as an "F" as their final grade. Students may only be readmitted to class with the written approval of the instructor, as the instructor must file form with the registrar in order to readmit the student. Students who have been administratively withdrawn from class will not be allowed in the *Library* or classroom for liability reasons. If student is officially readmitted to class the student is responsible for all material covered, including any announcements, such as test dates made while he/she was out. Student may remove the "WF" grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" during the semester to the Registrar's Office. **The last day to officially withdraw from this class without receiving an "F" is Thursday, March 24, 2011**

Student Attendance Policy continued:

To enter section 50 (Internet) courses, students must do two things:

(1) First, students must complete a technology assessment located on the Blackboard or Moodle login page.

(2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student **ONLY** takes the technology assessment **ONE** time.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

Course Policies: You are responsible for all the material in the textbook and in lectures and/or otherwise specified sources. Any of this material may appear on any given test or exam. Tests or exams may be written, oral and also electronically via the Internet/BB/Moodle. All Special projects/assignments/term papers are to be handed in on the date due; ten points will be taken off for each late Day. If for some reason, you can't be in class for a test, you need to notify the instructor via the -provided email and/or telephone number. Tests can be made up,

within one week of the original test date, but the makeup test will be different from the original test. The instructor is available for academic help.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.