

# COURSE SYLLABUS

<b>Course Title:</b>	Foundations/Management Medical Insurance	<b>Date submitted:</b>	May 2019 (AAC: 19-25)	
<b>Department:</b>	Business and Technology			
<b>Curriculum:</b>	Business Office Technology			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BOT*287		
	<b>Course Type:</b>	D/L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	<b>Elective Type:</b>	G		
	AH: Art History E: English FA: Fine Arts G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science			
	<b>Credit Hours:</b>	3		
	<b>Developmental:</b> (yes/no)	No		
	<b>Contact Hours:</b>	Lecture:	1.5	
		Clinical:	0	
		Lab:	1.5	
Studio:		0		
Other:		0		
	TOTAL:			
<b>Class Maximum:</b>	24			
<b>Semesters Offered:</b>	Sp			
<b>Prerequisites:</b>				
C- or better in Medical Terminology (BOT*180)				
<b>Corequisites:</b>				
BOT*181 Medical Coding I				
<b>Other Requirements:</b>				
None				
<b>Catalog Course Description:</b>	This course is designed to develop the abilities and skills that will enable students to define and explain the role of the health insurance specialist, major types of health insurance policies, contracts, guidelines, laws, and the reimbursement cycle. Comparisons of private insurances, State, and Federal programs are covered as well as analysis and completion of appropriate insurance forms and application information. Emphasis will be placed on pertinent legal and ethical issues as well as protected health information and confidentiality.			
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Career Role and Responsibilities                         <ol style="list-style-type: none"> <li>a. Role of an Insurance Billing Specialist</li> <li>b. Compliance, Privacy, Fraud and Abuse in Insurance Billing</li> </ol> </li> <li>2. The Claims Process                         <ol style="list-style-type: none"> <li>a. Basics of Health Insurance</li> <li>b. Medical Documentation and the Electronic Health Record</li> <li>c. The Paper Claim CMS-1500</li> <li>d. The Electronic Claim</li> <li>e. Receiving Payments and Insurance Problem-Solving</li> </ol> </li> </ol>			

	<ul style="list-style-type: none"> <li>f. Office and Insurance Collection Strategies</li> </ul> <ol style="list-style-type: none"> <li>3. Health Care Payers             <ul style="list-style-type: none"> <li>a. The Blue Plans, Private Insurance, and Managed Care Plans</li> <li>b. Medicare</li> <li>c. Medicaid and Other State Programs</li> <li>d. TRICARE and Veterans' Health Care</li> <li>e. Workers' Compensation</li> <li>f. Disability Income Insurance and Disability Benefit Programs</li> </ul> </li> <li>4. Inpatient and Outpatient Billing             <ul style="list-style-type: none"> <li>a. Hospital Billing</li> </ul> </li> <li>5. Employment             <ul style="list-style-type: none"> <li>a. Seeking a Job and Attaining Professional Advancement</li> </ul> </li> </ol>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <ol style="list-style-type: none"> <li>1. define and explain the role of the health insurance specialist</li> <li>2. discuss the importance of certification and employment opportunities</li> <li>3. describe the basics of health insurance</li> <li>4. compare and contrast the major types of health insurance</li> <li>5. interpret compliance, privacy, fraud, and abuse in the reimbursement cycle</li> <li>6. demonstrate proficiency in applying ICD AND CPT guidelines to simple and complex medical cases</li> <li>7. apply guidelines to prepare both paper and electronic CMS-1500 standardized insurance forms</li> <li>8. utilize software to complete the CMS-1500 standardized insurance form</li> <li>9. explain cash flow and collections in a medical office</li> <li>10. examine and interpret an explanation of benefits and remittance advice</li> <li>11. prepare and post patient and insurance payments</li> </ol> <p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>1. understand and apply terminology used in today's technological business office; and organize, maintain, interpret, and communicate information using computers when appropriate</li> <li>2. keyboard with speed and accuracy that meets industry standards. Key and format business documents and demonstrate proofreading skills</li> <li>5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality</li> </ol> <p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>3. <b>Ethical Dimensions (embedded)</b> - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.</li> </ol>

	<p><b>Demonstrates:</b> Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p><b>Does Not Demonstrate:</b> Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p><b>5. Information Literacy/Continuing Learning</b> - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p><b>Demonstrates:</b> Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p><b>Does Not Demonstrate:</b> Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Classwork</li> <li>2. Graded Assignments</li> <li>3. Abilities-based projects</li> <li>4. Exams</li> </ol>
<p><b>Instructional Resources:</b> List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> Computer classroom with Internet to access Evolve website to utilize CMS-1500 form-filler software and companion textbook content.</p>
<p><b>Textbook(s)</b></p>	<p>1. <i>Insurance Handbook for the Medical Office, 13/E</i>, Marilyn T. Fordney, ©2014, Elsevier Publishing. 2. <i>Workbook for Insurance Handbook for the Medical Office, 13/E</i>, Marilyn T. Fordney, ©2014, Elsevier Publishing.</p>