

COURSE NAME: Healthcare Insurance

COURSE NUMBER: MED 113

CREDITS: 2

CATALOG DESCRIPTION: This course presents an overview of healthcare insurance and is designed to introduce the student to the basics of healthcare insurance theories and practices. Course material and discussions will focus on the different types of insurance and health care plans. Government programs, federal and state regulations and the impact of HIPAA regulations will be explored. The practices of the commercial insurance companies, insurance terminology, referrals and prior authorizations will be discussed. Manual and electronic recordkeeping and billing practices will be compared through the use of healthcare claims processing and medical office accounting practices.

PREREQUISITES: Prerequisite: MED* 125, CSA 105

CO-REQUISITES MED* 111 , MED*115

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

SCI Science elective

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To develop the administrative competencies necessary to be a knowledgeable Medical Assistant.
- To apply logical, critical and analytical processes in identifying problems and alternate solutions related to insurance in the healthcare environment.
- To recognize different types of insurance plans and the policies and regulations unique to each.

- To develop verbal and nonverbal communication skills that reflect effective strategies that may be used with diverse patient and healthcare provider populations.

OTHER:

The competencies of 2 major content areas and the group of competencies listed under the content area called “Other” are included to explicitly state the requirements of accreditation and certification.

With the satisfactory completion of this course, the student will be able to perform Entry Level Competencies as a Medical Assistant. This course includes the following Competencies:

Outcomes:

Managed Care/Insurance

- VII.1C** Identify types of insurance plans
- VII.2C** Identify models of managed care
- VII.3C** Discuss workers’ compensation as it applies to patients
- VII.4C** Describe procedures for implementing both managed care and insurance plans
- VII.5C** Discuss utilization review principles
- VII.6C** Discuss referral process for patients in a managed care program
- VII.7C** Describe how guidelines are used in processing an insurance claim
- VII.8C** Compare processes for filing insurance claims both manually and electronically
- VII.9C** Describe guidelines for third-party claims
- VII.10C** Discuss types of physician fee schedules
- VII.11C** Describe the concept of RBRVS
- VII.12C** Define Diagnosis – Related Groups (DRGs)

Legal Implications

- IX.6C** Describe liability, professional. Personal injury and third party insurance

Other

- Identify legal and ethical considerations with emphasis on confidentiality and federal requirements
- Maintain both manual and electronic medical billing systems

Psychomotor and affective competencies covered in this course may be found on a separate sheet at the end of the syllabus.

Taken from the 2008 Standards and Guidelines for the Medical Assisting Educational Programs

Types of Assessments meeting Core Competencies

- Online interactive adaptive activities using McGraw Hill LearnSmart
- Online electronic medical record and practice management software using Springcharts
- Online Quizzes
- Discussion Board
- Unit tests, Midterm and Final exams

Students must pass ALL (100%) of the psychomotor and affective domain competencies taught in this course prior to the date of the final exam. These competencies must EACH INDIVIDUALLY be passed with a grade of 80% or better in order to pass the course, complete the program and graduate. If this standard is not met the student will not pass the course and will have to repeat the entire course to graduate.

MEDICAL ASSISTING STUDENTS - 74% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final grade score below 74% WILL NOT PASS the course. Failure to receive a grade of 'C' or better will necessitate this course being repeated and passed successfully.

COURSE CONTENT:

1. Introduction to the Medical Billing Cycle
2. Week 2 – HIPAA and Medical Records
3. Week 3 – Patient Encounters and Billing Information
4. Week 4 – Health Insurance Billing Procedures
5. Week 5 – Private Payers
6. Week 6 – Medicare
7. Week 7 - Medicaid, Tricare and Champus
8. Week 8 – Workers' Compensation and Disability

Grading Policy:

Assessments	20%
Discussion Board	20%
Assignments	20%
Medisoft/Springcharts	20%
Final Exam	20%

1. Grading Policy for all cognitive domain objectives/competencies

The semester grade will be determined as indicated on individual course syllabi. Cognitive domain will be assessed by a variety of assignments, homework, projects, quizzes, and tests. A final average grade of 74 or higher is required for successful completion of the course.

2. Grading Policy for all psychomotor and affective domain objectives/competencies

The semester grade will be determined as indicated on the individual course syllabi. Students must pass each individual psychomotor and affective domain competency validation with a score of 80% or higher or they will not be able to pass the class and will have to repeat the class for graduation.

With permission of Jane O'Grady at NWCC.

Date Course Created: 4/2014

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