



**COURSE NAME:** Medical Coding & Billing

**COURSE NUMBER:** MED 115

**CREDITS:** 2 credits

**CATALOG DESCRIPTION:** An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS and ICD-9 coding systems, introduction to ICD-10, billing and collections. Government programs, federal regulations and the impact of HIPAA regulations will be explored as they relate to coding and collections. Manual CMS 1500 forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software.

**PREREQUISITES:** Prerequisite: MED\* 125

**CO-REQUISITES:** MED\* 113

**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:**

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to insurance in the healthcare environment.

3. To recognize different types of insurance plans and the policies and regulations unique to each.
4. To successfully process CMS 1500 forms and complete electronic billing cycle using current medical billing software.
5. To apply basic computer applications and electronic data management to the management of practice information, billing and collection.
6. To develop verbal and nonverbal communication skills and promote a positive image as a Medical Assistant.

**Entry Level Competencies as a Medical Assistant:** This course includes the following competencies:

#### **Basic Practice Finances**

- VI.1C** Explain basic bookkeeping computations.
- VI.2C** Differentiate between bookkeeping and accounting
- VI.7C** Compare manual and computerized bookkeeping systems used in ambulatory healthcare
- VI.8C** Describe common periodic financial reports
- VI.9C** Explain both billing and payment options.
- VI.10C** Identify procedure for preparing patient accounts
- VI.11C** Discuss procedures for collecting outstanding accounts
- VI.12C** Describe the impact of both the Fair Debt Collection Act and the Federal Truth in Lending Act of 1968 as they apply to collections
- VI.13C** Discuss types of adjustments that may be made to a patient's account

#### **Managed Care/Insurance**

- 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.11C** Describe the concept of RBRVS
- VII.12C** Define Diagnosis-Related Groups (DRGs)

#### **Procedural and Diagnostic Coding**

- VIII.1C** Describe how to use the most current procedural coding system
- VIII.2C** Define upcoding and why it should be avoided

**VIII.3C** Describe how to use the most current diagnostic coding classification system

**VIII.4C** Describe how to use the most current HCPCS coding

**Other**

1. Use insurance and billing terminology appropriately.
2. Use Explanation of Benefits Statements to accurately post payments, correct errors and resubmit claims.
3. Code both procedures and diagnoses using the most current guidelines.
4. Discuss legal and ethical considerations with emphasis on confidentiality, fraud, the impact of HIPAA and other government regulations on collections.
5. Discuss the major types of insurance plans and how the various structures affect the payments that patients owe for medical services.

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**

- Demonstration of skills/competencies
- Online interactive adaptive activities using McGraw Hill LearnSmart
- Online electronic medical record and practice management software using Medisoft
- 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:**

- Week 1 – Introduction to the Medical Coding (Booth Chapter 16)  
ICD-9 Coding (Valerius Chapter 4)
- Week 2 – CPT (Valerius Chapter 5 )
- Week 3 – Modifiers & HCPCS (Valerius Chapter 6)
- Week 4 – Compliant Billing (Valerius Chapter 7)
- Week 5 – Claim preparation and Transmission (Valerius Chapter 8)
- Week 6 – Payments, Appeals and Secondary Claims (Valerius Chapter 14 & 15)
- Week 7 - Putting it all together (Valerius Chapters 16 & 17)

**1. GRADING POLICY:** The semester grade will be assessed by the following means:

Assessments – Quizzes, tests	25%
Assignments – Learnsmart Homework	25%
Discussion Board	10%
Medisoft	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

Date of Last Revision: 03/31/2017