

COURSE TITLE AND NUMBER: OAS 216 Medical Insurance Billing

North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS: 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3 LECTURE: 3 LAB: 0 TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: OAS 216

CREDIT HOURS: 3

COURSE TITLE: Medical Insurance Billing

TRANSFERABLE YES: NO: X TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None

CATALOG DESCRIPTION:

Includes diagnostic and procedure coding; basic insurance concepts and terminology used by health insurance carriers; completion of claim forms for commercial insurance companies, Blue Cross-Blue Shield of Michigan, Medicare and Medicaid.

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
 - Independently acquire knowledge
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COURSE OBJECTIVES & OUTCOMES:

- Define and spell key terms for each chapter
Answer self-study review questions for each handbook chapter
Complete assignments to enhance and develop better critical thinking skills

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Define abbreviations as they appear on a patient record
 Abstract subjective and objective data from patient records
 Review documentation on patient records
 Prepare legally correct medicolegal forms and letters
 Code professional services properly using *Current Procedural Terminology (CPT) Code*

Book

Select diagnostic code numbers using *International Classification of Diseases (9th revision) Clinical Modification (ICD-9-CM)*
 Locate errors on insurance claims before submission to insurance companies
 Locate errors on returned insurance claims
 Complete an insurance claim tracer form
 Carry out collection procedures on delinquent accounts
 Execute financial management procedures for tracing managed care plans
 Abstract information necessary to complete insurance claim forms from patient records and billing statement/ledger cards
 Complete insurance claim forms commonly used in medical offices
 Post payments, adjustments and balances to patients' statement/ledger cards when submitting insurance claims
 Compute mathematic calculations for Medicare and TRICARE cases
 Analyze insurance claims in both hospital inpatient and outpatients settings
 Access the Internet, college blackboard and visit web sites to research and/or obtain data

METHODS OF INSTRUCTION:

Lecture and in class exercises. Use of billing software in class and for homework assignments. Exams.

METHODS OF EVALUATION:

Attendance	10%
Class Participation	10%
Tests	20%
Case Studies	25%

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Assignments 35%

REQUIRED TEXTS:

- INSURANCE HANDBOOK FOR THE MEDICAL OFFICE, Fordney 7th edition,
- STUDENT WORKBOOK: INSURANCE HANDBOOK FOR THE MEDICAL OFFICE, Fordney 7th Edition

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic
1.	Career as a medical biller, Legal issues affecting medical billing and records
2.	Basics of Health Insurance
3.	Procedural coding (CPT)
4.	Diagnostic coding (ICD-9)
5.	Health Insurance Claim Forms
6.	Tracing Delinquent Claims and Insurance Collections
7.	Electronic Data Interchange
8.	Managed Health Care
9.	Private Insurance Plans
10.	Medicare
11.	Medicaid and State Programs
12.	Tricare and CHAMPVA
13.	Worker's Compensation
14.	Disability Income and Benefits
15.	Hospital Billing
16.	Final Exam

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APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____