Syllabus

CCTE
Center for Career and Technology Education

Official Course Description

COURSE NUMBER	**TD2102**
COURSE TITLE	**Business Management: Medical Billing and Coding**
COURSE CREDIT	**2 Credits for the Year**
MEETING TIME	**Monday-Friday** **AM: 8:45-11:20** **PM: 12:00-12:55**

Instructor: Rosario Vickers	**e-mail: rxvicker@episd.org**
Telephone Number: (915) 545-5900 Ext. 3894	**Conference Time: 12:00 – 12:55**
Meeting Time: A.M. 8:45-11:20 P.M. 1:00- 3:45	**MWF, TTH**

INTRODUCTION TO HEALTH INSURANCE & DIAGNOSTIC CODING

I. Required Materials

a. Understanding Health Insurance, Ninth Edition, Michelle A. Green, and JoAnn C. Rowell, 2008 Delmar, Cengage Learning & Accompanying Software: Study ware
b. Kaduceus: Medical Billing and Coding Student Manual
c. Website: www.kaduceusinc.com
d. Computerized Medical Office, Cindy Correa, 2005 Thompson Delmar& Accompanying Software: Medical Office Simulation Software (MOSS)
e. International Classification of Diseases with Clinical Modifications (ICD-9-CM) with HCPCS, 2008 American Medical Association.
f. Medical Dictionaries,
g. NCICS Certification Review Books.
h. Medical Terminology for Health Professions, Sixth Edition. Ann Ehrilch, Thomson Delmar Learning: Clifton Park, NY. 2005

II. Catalog Description
PREREQUISITE: Medical Terminology, Algebra I, English I, Touch System Data Entry, Recommended for students 11-12

Business Management: Medical Billing and Coding: The Medical Billing and Coding program is a 180 hour program that spans a 36 week period. It is designed to equip students with the knowledge, technical skills, and work habits required for an entry-level position in the medical insurance billing and coding field by offering problem solving exercises by utilizing real-world scenarios. The MBC program places a strong emphasis on ethics, accountability, professionalism, and the individual's commitment to the pursuit of lifelong personal educational and professional development, as it relates to the medical insurance billing and coding field.

Students will also receive advanced instruction in general office skills and will be introduced to specific concepts and skills needed in a Medical office. Emphasis is placed in a learning the Medical Terminology, ethics, word processing, oral and written communication, records control and management, personal finance and preparation of medical documents.

III. **Teaching Strategies:** May include any or all of the following: Lecture, lab activity, worksheet exercises, computer exercises that may include use of the internet/search engines, group discussion, critical thinking assignments, certification exam practice questions, weekly examinations, group project, simulations and oral presentations.

IV. **Rationale/ Learning Outcomes:** Upon completion of this program students will be prepared to enter the Healthcare field at technician level. Students will receive "real-world" practical experience through interactive labs and activities, and will be better prepared to immediately enter the workforce.

Topical Outline:
Lesson 1 Introduction to Health Insurance
Lesson 2 Development of an Insurance Claim
Lesson 3 Introduction to ICD-9-CM Coding

Computerized Medical Office (CMO) & Medical Office Simulation Software (MOSS)
Unit 1 Introduction to Computers
Unit 2 Medical Practice Management Software
Unit 3 Basic Management Concepts for Medical Administrative Staff

V. **Assessment**: Activities allow for systematic measurement of the effectiveness of different teaching techniques and tools in helping students grasp key concepts, skills, and/or information in a given course. Instructors use data from assessment activities to modify how the course is taught to continuously improve student understanding and mastery of course material. Therefore, students should give their best effort to their role in assessment.

VI. **Capstone Project** Students will prepare a portfolio of themselves; it will be completed in the spring semester.

VII. **All course requirements**
1. Kaduceus Website Access
2. During this course, class participation, daily assignments and daily attendance will be noted. Students will find those elements necessary to successfully pass the examinations.
3. Preparation consists of bringing all materials and all handouts to class. Students will have points deducted for lack of preparation. The Lab portion of this class is required. Students who are not working on task during these hours are not fulfilling the requirements of this course. Grades will be affected by the lack of preparation.

VIII. Content Outline. Students will be provided with weekly course work syllabi, with due dates and test dates**.**

Learning Objectives: Upon completion of this course the student should be able to:
- Define key terms
- State the difference between medical care and health care.
- Differentiate among automobile, disability, and liability insurances.
- Discuss the history of health care reimbursement from 1860-present.
- Identify and explain the impact of significant events in the history of health care reimbursement.
- Interpret health insurance coverage statistics.
- Facilitate the registration and insurance claims process for a new or established patient.
- Discuss the development and life cycle of an insurance claim.
- Determine insurance coverage when a patient has more than one policy or a child is covered by both parents.
- Differentiate between manual and electronic claims processing procedures.
- Detail the processing of a claim by an insurance company.
- Interpret information on a remittance advice.
- Maintain a medical practice's insurance claim files.
- Identify problems that result in delinquent claims, and resolve those problems.
- Explain the purpose of reporting diagnosis codes on insurance claims.
- Identify and properly use ICD-9-CM's Coding conventions.
- Use of ICD-9-CM reference book.
- Identify types of Computers common in medical environments.
- Identify components of a personal computer.
- Explain the data processing cycle and how it applies to computer tasks.
- Differentiate between software and hardware
- Discuss common software used in the medical workplace and its function(s).
- Identify common hardware devices and their function(s).
- Demonstrate basic skills for using Microsoft Windows
- Explain how to manage files in a Windows environment.
- Discuss the eight basic components of a medical practice management software application and their functions.
- Explain the advantages and disadvantages of computerization in the medical office.
- Understand the Health Insurance Portability and Accountability Act (HIPAA) regarding privacy of electronic records.
- Demonstrate the logon procedure and navigation of Delmar Cengage Learning's Medical Office Simulation Software (MOSS)
- Demonstrate proper input of data using MOSS.

IX. Evaluation strategies/ grading criteria-

Kaduceus: Billing and Coding Activities: Lab Activities, Notes, Worksheet Exercises, Computer Exercises that may include the internet/search engines, group discussion, critical thinking assignments, Certification Exam Practice Questions   **25%**

Class Assignments Medical Terminology, Group Projects, Simulations   **35%**

Exams and Oral Presentations (Quizzes, Chapter Tests)   **40%**

X. Certification and Licenses – Students will be tested on 350 Medical Terms in the Fall, if they complete the exam with a 70% or better, they will receive a Certificate of Competency for Medical Terminology.

Certificate of Completion:

Minimum requirements of a student to receive a competency profile from the Center for Career and Technology Education. The student has:

- maintained an average grade of 85% or greater in fall and spring semesters;
- has completed all the requirements mandated by the program and instructor; and

has met the minimum 90% acceptable attendance mandated by Senate Bill 1.

Exam Fee: NCCT: NCICS Certification Exam per student *(not included in the program, $90 per exam candidate…due 45 days before exam along with application).*Students who are 18 years of age may qualify to sit for the national certification exam as an Insurance Coding Specialist through NCCT Inc.

XI. School/District Policies: Students should visit WWW.episd.org