



School of Nursing and Health Professions

Syllabus



Term:

Credit: 3

Office Hours:

Course Code: MDC 200

Office Location:

Title of Course: MEDICAL BILLING

Email:

Days & Times:

Phone:

Location:

Prerequisites: MDA 106, BIO 107,

Instructor:

ENG 101

COURSE DESCRIPTION:

This course prepares the students for working as a medical biller. Students learn the medical and ethical concepts of billing as well as the computer skills necessary to construct a clean claim. Students see the continuum of the entire process, from medical coding, medical billing, submission of claims, and the appeals process.

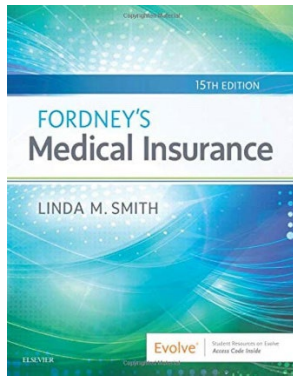
COURSE OBJECTIVES:

Upon completion of this course, students will be able to:

1. Summarize the responsibility of a billing specialist
2. Explain the legal terminology related to insurance billing and HIPAA
3. Demonstrating understanding of the terms co-pay coinsurance deductible
Verification authorization precertification and credentialing
4. Interpret the requirements of a clean claim and identify the documents needed to create 5.
5. Compare the difference health insurance plan such as HMO, PPO, POS, and government plans
6. Generate a clean claim for both inpatient and outpatient services
7. Locate and identify items on an explanation of benefits
8. Evaluate the role of insurance responsibility, patient responsibility, and write offs
9. Analyze rejected claims for reimbursement and appeals

TEXTBOOK REQUIRED:

Fordney's Medical Insurance, 15th Edition ISBN:
9780323594400 Publisher: Elsevier Evolve



Workbook for Fordney's Medical Insurance, 15th Edition ISBN: 9780323594417 Publisher: Elsevier Evolve

EVALUATION METHODS:

Homework Assignments 15%

1500 Claims 15%

Exams 20%

Midterm 25%

Final Exam 25%

WEEKLY OUTLINE:

Week	Topic	Learning Outcomes (L.O)
1	Career Role and Responsibilities\ <ul style="list-style-type: none"> • Role of an Insurance Medical Specialist • Privacy, Security, and HIPAA • Compliance, Fraud, and Abuse 	SLO 1, 2
2	Introduction to Health Insurance <ul style="list-style-type: none"> • Basics of Health Insurance • The Blue Plans, Private Insurance, and Managed Care Plans 	SLO
3	Introduction to Health Insurance <ul style="list-style-type: none"> • Medicare 	SLO
4	Introduction to Health Insurance <ul style="list-style-type: none"> • Medicaid and Other State Programs 	SLO
5	Introduction to Health Insurance <ul style="list-style-type: none"> • TRICARE and Veterans' Health Care • Workers' Compensation • Disability Income Insurance and Disability Benefit Programs 	SLO 4
6	Documentation and Coding	SLO

	for Professional Services • Medical Documentation and the Electronic Health Record	
7	Claims Submission in the Medical Office • The Paper Claim CMS-1500	SLO
8	MIDTERM EXAM	
9	Claims Submission in the Medical Office • The Paper Claim CMS-1500	SLO
10	Claims Submission in the Medical Office • The Electronic Claim	SLO
11	The Claim Follow-Up and Payment Process • Receiving Payments and Insurance Problem Solving • Collection Strategies	SLO
12	Healthcare Facility Billing • Ambulatory Surgery Center	SLO
13	Healthcare Facility Billing • Hospital Outpatient and Inpatient Billing	SLO
14	• Hospital Outpatient and Inpatient Billing	SLO
15	Final Exam and Project	

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<https://www.hccc.edu/administration/academic-affairs/syllabus-addendum.html>