

BOSTON REED COLLEGE

Medical Billing Course Syllabus

Preliminary Course Syllabus

COURSE #: _____

CREDITS: _____

COURSE TITLE: MEDICAL BILLING AND CODING

CA Adult Education Course Title: Billing Clerk

CDE #: 06.214.362

Approvals: _____

Board of Education ___/___/___

CSDE ___/___/___

COURSE DESCRIPTION:

This course offers an overview of various types of health insurance, HIPAA's Privacy Rule, medical coding, and electronic insurance claims processing. Special emphasis is placed on insurance coding with ICD-9-CM and CPT codes from source documents, the proper completion of the claim form on the computer, electronic filing, receiving revenues, and the process to appeal denied claims.

COURSE PREREQUISITES:

Students must have successfully completed Anatomy & Physiology and Medical Terminology before being eligible for this course.

COURSE OBJECTIVES:

At the conclusion of this course the student will be familiar with basic types of insurance programs and the process required to obtain reimbursement for services rendered to their respective members.

Upon conclusion of the course the student should be able to:

1. List and discuss the responsibilities of health insurance specialists.
2. Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
3. Describe the authorization process for a patient requesting an appointment.
4. List the managed care models.
5. Apply the basic steps in coding diagnoses using the ICD-9 coding system.
6. Explain the basic format of the CPT-4 system.
7. Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
8. State the processing steps that must take place before a completed form can be mailed to the insurance company.
9. Complete the following claims accurately:
 - (a) Commercial fee-for-service
 - (b) Blue Cross / Blue Shield
 - (c) Medicare
 - (d) Medicaid
 - (e) CHAMPUS / CHAMPVA / TRICARE
 - (f) Worker's Compensation
 - (g) Disability Compensation
10. Correct rejected claims, work with a clearinghouse, and appeal rejected claims

COURSE DESIGN:

This course is designed as a lecture course with a practical component using a textbook and computer software so the student will have actual hands-on experience in understanding insurance, application of regulations, as well as the proper completion and electronic filing of insurance forms.

COURSE MATERIALS:

TEXT: *Insurance Coding & Electronic Claims*, Shelley C. Safian,
First Edition, McGraw-Hill Higher Education.
ISBN: 0-0730-4099-1 2006.

COMPUTER: *NDCMedisoft™ Advanced version 9*; Software
requires Microsoft Windows operation system.

Students are expected to bring textbooks, reference books,
pens, pencils and notebooks to class.

ADDITIONAL COURSE RESOURCES:

Additional course resources, including but not limited to research books and materials and Internet computer access, are available in the resource center/library.

INSTRUCTIONAL UNITS / HOURS:

Unit	Hours
Role and Responsibilities / Introduction Health Insurance	7
Managed Health Care & Life Cycle of Claims	7
Legal Considerations Diagnostic Coding	7
Procedural and HCPCS Coding	14
HCFA Reimbursement & Coding Practice	14
HCFA 1500	14
Filing Commercial Claims	14
Blue Cross / Blue Shield	14
Medicare / Medicaid	14
TRICARE / Workers' Compensation	7
	Total 112

BOSTON REED COLLEGE

(16 week Medical Billing Course Outline)

I Orientation:

- (A) Collect Tuition
- (B) Take Attendance
- (C) Pre-Qualification Tests (English & Math)
- (D) Class Rules and Course Overview

II Module 1

- (A) Lecture Health Insurance (Chapter 1)
- (B) Lab
 - (1) A&P / Vocabulary (General Terms, Prefixes and Suffixes)
 - (2) Computer (Windows, Internet, and PM Systems)

III Module 2

- (A) Lecture HIPAA (Chapter 2)
- (B) Lab
 - (1) A&P / Vocabulary (Integumentary System)
 - (2) Computer (Introduction to Medisoft and HIPAA Documents and Forms)

IV Module 3

- (A) Lecture Source Documents (Chapter 3)
- (B) Lab
 - (1) A&P / Vocabulary (Musculoskeletal System)
 - (2) Computer (Pt. Registration, Ins. Setup and Encounter Forms)

V Module 4

- (A) Lecture Coding Guidelines (Chapter 4)
- (B) Lab
 - (1) A&P / Vocabulary (Nervous System)
 - (2) Computer (Medisoft code setup, code search, Online: Correct Coding Initiative)

VI Module 5

- (A) Lecture Diagnostic Coding (ICD-9-CM) (Chapter 5)
- (B) Lab
 - (1) A&P / Vocabulary (Cardiovascular System)
 - (2) Computer (Medisoft data re: the CMS1500, online coding resources)

VII Module 6

- (A) Lecture Diagnostic Coding (ICD-10-CM) (Chapter 6)
- (B) Lab
 - (1) A&P / Vocabulary (Respiratory System)
 - (2) Computer (Charge entry from superbill)

VIII Module 7

- (A) Lecture Procedural Coding (CPT) (Chapter 7)
- (B) Lab (Review for Midterm)

IX Module 8

- (A) Lecture Midterm
- (B) Lab Practical / Skills Midterm

X Module 9

- (A) Lecture Procedural Coding (ICD-9-CM/ICD-10-PCS) (Chapter 8)
- (B) Lab
 - (1) A&P / Vocabulary (Gastrointestinal System)
 - (2) Externship slides, lecture and test.

XI Module 10

- (A) Lecture Complete Coding (Chapter 9)
- (B) Lab
 - (1) A&P / Vocabulary (Urinary System)
 - (2) Computer (Day-end close, balancing and reporting)

XII Module 11

- (A) Lecture The CMS-1500 Form (Chapter 10)
- (B) Lab
 - (1) A&P / Vocabulary (Endocrine System)
 - (2) Computer (Claim preparation, management, and rebilling)

XIII Module 12

- (A) Lecture Patient Info, Electronic Claims and NDC Medisoft Advanced™ (Chapter 11)
- (B) Lab
 - (1) A&P / Vocabulary (Eyes, Ears, Nose and Throat)
 - (2) Computer (ECS, EDI, ERA – ENS electronic services)

XIV Module 13

- (A) Lecture Working with Insurance Companies (Chapter 12)
- (B) Lab
 - (1) A&P / Vocabulary (Reproductive System)
 - (2) Computer (A/R Reporting, Follow up, Appeals)

XV Module 14

- (A) Lecture Receiving revenues (Chapter 13)
- (B) Lab
 - (1) A&P / Vocabulary (Prefixes and Abbreviations by System)
 - (2) Computer (Payment posting, deposit reconciliation, receipts and statements)

XVI Module 15

- (A) Lecture Complete Coding and Claims Practice (Chapter 14)
- (B) Lab Review for final exam

XVII Module 16

- (A) Lab Skills Final (Review for Final Exam)
- (B) Lecture Final Exam