Medical Insurance and Reimbursement
MED 112 (CRN 3953)
45 clock hours

MED 112 Rutigliano CRN 3953

Instructor: Barbara Rutigliano MS, CPC, RT(R)

Phone number 860-767-1855   **Email address: barbara39@juno.com**

Prerequisite/Co-requisites: MED*125 or taken concurrently.

Overview

This course is designed to introduce the student to the basics of the medical billing process, including insurance terminology, medical coding systems, government and private payers, health care claims, general insurance procedures, and patient billing/collections.

Course Description

This course will teach the important issues regarding healthcare today, clerical and administrative skills, medical health insurance and claims processing, insurance terminology, types of insurance, and the eligibility and benefit structure of the insurance plan. This knowledge readies students to work in a private physician's office, a multi-specialty clinic, or a hospital setting. Topics discussed will include the Health Insurance Portability and Accountability Act (HIPPA), Medicare, Medicaid, Managed Care, TRICARE, and Workers' Compensation. Students will learn to generate and manage billing claim forms for the medical office and other organizations. Students will be prepared to analyze and accurately decipher complicated medical claims and oversee the entire billing and reimbursement process. In particular, as the industry is currently updating from ICD-9 to ICD-10, the latest system will be taught to students. *Prerequisite: MED*125 or taken concurrently.*

Learning Objectives

Upon successful completion of this course, you should be able to:

- Define the major insurance programs eligibility guidelines, policies and covered services – Medicare, Medicaid, Managed Care, Blue Cross Blue Shield, TRICARE, ACA, and Workers' Compensation. (Unit 4)
- Distinguish major systems of health insurance and payment methods in the US.(Units 4&5)
- Explain the history of medical insurance in the US with emphasis on Federal Regulations. (Units 1&2)
- Define basic language associated with reimbursement by government and commercial carriers. (Units 1&5)
- Identify and discuss coding compliance issues that influence reimbursement (Units 5)
- Discuss the claims processing system – manual and electronic (Unit 5)
- Accurately complete a HIPAA compliant claims form (Unit 3&5)
- Define and discuss the components of revenue cycle management (Unit 5)
- Describe the processing of payers' remittance advices (RAs/EOBs) and patient billing/collections (Unit 5)
- Discuss the processes for revenue cycle management and reporting(Unit 5)
- Understand the concepts and explain the provisions of medical necessity, NPI, HIPAA/HITECH, legal, and ethical considerations with emphasis on confidentiality and fraud related to insurance.(Units 1&2)
- Describe the different Coding Sets used in the US and how they apply to reimbursement (Unit 3)
- Code diagnoses and procedures using the basic steps and principles of ICD-10-CM and CPT/HCPCS Coding Systems (Unit 3)

Textbook

*Medical Insurance, An Integrated Claims Process Approach 6th Edition*Valerius, Bayes, Newby, Blochowiak   McGraw Hill 2014

Grading Policies

Assignments/Competencies	20%
Tests	20%
Discussion	20%
Mid Term	20%
Final Exam	20%

Discussion Board

This course requires participation in the discussion board, **a minimum of three separate days.** The standards below will be used to evaluate the quality of your discussion posts.

Basically, each post should be "value added." In other words, your posts should further the thread topics; show that you have learned something from our readings or outside research; bring anecdotal, life experiences to the threaded issues; ask relevant and forward moving questions; or otherwise promote the course objectives for the week. Posts like "I agree" or "Great post" are nice, goodwill posts, but they will not receive credit. Please review the following **quality** standards; use them as you formulate your responses:

High: Your contributions to each topic indicate your mastery of the materials assigned. Your responses integrate multiple views and present a seed for reflection for other participants. Your posts provide evidence that you are reading, comprehending, and giving thoughtful consideration to the assigned materials and other student postings. You know the facts and are able to analyze them and handle conceptual ideas.

Medium: Your responses build on the ideas of another participant (or more) and dig deeper into assignment questions or issues. You make intelligent posts during the week, including some good critique of the course material, which demonstrates that you have an understanding of the material, are reading posts of your colleagues, and are contributing to the class. Your posts demonstrate confidence with the materials, but they may be just a bit off target in one area or another.

Low: You have meaningful interaction with other participants' postings. Posts that state "I agree" or "I disagree" include an explanation of what is disagreed or agreed upon and why, or introduce an argument that adds to the discussion. However, you may have rambling, lengthy posts that show no sign of having been re-read and refined before posting, and your writing suffers a lack of clarity and/or suggests a lack of comprehension.

Unsatisfactory: You will receive little credit in the week's discussion by just showing up and making trivial comments without adding any new thought to the discussion. At the low end of the spectrum, no participation gets a "0". That is, if you are not in the discussion, you do not earn any points.
In addition to the above **quality** standards (high, medium, low, and unsatisfactory), your discussion grade will be determined by your:

Frequency: You must post to each graded discussion a minimum of three days each week. You must submit your first post of the week no later than Wednesday.

Quantity: In order to meet the quality requirements, a post will be at least a paragraph in length. You will find that some topics call for lengthier responses. A paragraph, contrary to popular opinion, can be anywhere from four to ten (or more) sentences in length.

Accuracy: Because this is a writing course, your posts must be free of spelling and grammatical errors. Please use the *Spell Check* provided by Blackboard.

A few helpful tips for Discussion:

Post high-value posts; if your posts are less than high-value, you will need to post more frequently to get full credit.
Post responses to other students, to answer my questions, and/or to ask questions. Use text references, web research, and life experiences that are relevant to our topics. Avoid writing just "I agree" without elaborating to explain why you agree or disagree with a statement.
You do not have to answer all of my questions. Pick the ones that most interest you, ask a follow-up question, or respond to other student posts.
Debate with your classmates! We don't all have to have the same spin on issues. Debates help us learn, especially when we maintain a healthy respect for others and a tolerance for opinions that differ from our own.
Read the summary posts at the end of each week.

Quality posts include:

Providing additional information to the discussion;
Elaborating on previous comments from others;
Presenting explanations of concepts or methods to help fellow students;
Presenting reasons for or against a topic in a persuasive fashion;
Sharing your own personal experiences that relate to the topic; and
Providing a resource reference or URL to support comments
***This final bullet is especially important when you are attempting to prove a point, to persuade others to see your perspective, and/or make a claim. A word to the wise: be wary of online resources. The Internet is great for information sharing, but you must

Incompletes

Students must have a passing grade in order to receive an Incomplete. All coursework must be completed within two weeks after the end of the module. Failure to complete work within the two-week period will result in a failing grade.
 All incompletes must be arranged with the instructor

Course Outline

WEEKLY UNITS	Subject	Assignments
1	Introduction to the Medical Billing Cycle Medical Insurance Terminology	- Read Chapter 1 - Read Syllabus and Student Contract - Review Questions - PowerPoint Presentation - Unit Assignment - Discussion Board
2	EHR, HIPAA, HITECH	- Read Chapter 2 - Review Questions - PowerPoint Presentation - HIPAA Website - Test #1 Chapter 1&2
3	Patient Encounter & Billing Forms History of Medical Insurance CMS 1500 & UB12 Forms	- Read Chapter 3 - Review Questions - PowerPoint Presentations - Test #2 Chapter 3 - Discussion Board
4	Diagnostic(ICD), Procedure (CPT) & HCPCS Coding	- Read Chapter 5 - Review Questions - ICD-10-CM Essay - Visit Websites - Discussion Board
5	Charges and Compliant Billing Completing the CMS 1500 Form	- Read Chapters 6&7 - Review Questions - PowerPoint Presentations - Unit Assignment - Discussion Board

6	Medicare	• Read Chapter 9 • Review Questions • PowerPoint Presentation • Visit Website • Unit Assignment • Discussion Board
7	Medicaid Connecticut Health Assistance Services	• Read Chapter 10 • Review Questions • Visit Website • Test #3 Chapter 10 • Discussion Board
8	**<u>Midterm Exam</u>**	
9	Managed Care Private Payers /BlueCross Blue Shield	• Read Chapter 8 • Review Questions • Unit Readings • Visit Website • Unit Assignment • Discussion Board
10	Affordable Care Act (ACA)	• PowerPoint Presentation • Visit Website • Unit Assignment • Discussion Board
11	TRICARE & CHAMPVA	• Read Chapter 11 • Review Questions • Visit Website • PowerPoint Presentation • Test #4 Chapter 11 • Discussion Board
12	Workers' Compensation and Disability/Automobile Insurance Connecticut Workers 'Compensation	• Read Chapter 12 • Review Questions • PowerPoint Presentation • Unit Assignment • Discussion Board

13	Reimbursement, Appeals and Secondary Claims Patient Billing and Collections	• Read Chapters 13 & 14 • Review Questions • PowerPoint Presentation • Unit Assignment • Discussion Board
14	Primary and Secondary Case Studies Review for Final Exam	• Read Chapter 17 • Review for Final Exam • Unit Assignment • Discussion Board
15	Final Exam	

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism,

religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

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The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
  Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA Coordinator
  amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- Secondary Title IX Coordinator
  Ms. Mary Lou Phillips
  Director of Human Resources, Middlesex Community College
  mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115

- Secondary Title IX Coordinator
  Ms. Queen Fordham
  Coordinator of the Meriden Center Welcome Desk
  qfordham@mxcc.edu; 203-608-3011