



# Medical Insurance MDCA 1343

Course Syllabus: **Fall 2017**

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9a – 5p	9a – 5p	9a – 5p	9a – 5p	9a - Noon	Online

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** This course emphasizes medical office coding for payment and reimbursement by the patient or third-party payers for ambulatory care settings. Additional educational topics include managed healthcare, processing insurance claim forms, introduction to ICD-10 and CPT coding, reimbursement methodologies, and commercial insurance carrier requirements.

**Required Textbook(s):**

Understanding Health Insurance: A Guide to Billing and Reimbursement (13<sup>th</sup> ed). Michelle Green and JoAnn Rowell, Cengage Learning, 2017.

Online access for MindTap: Access card purchased with Textbook

**Publisher:** Cengage

**ISBN Number:** 978-1-305-64742-8

**Recommended Reading(s):**

None

**Student Learning Outcomes:**

1. List the types of insurance plans and models of managed care and third party plans
2. Describe the differences between liability, professional (malpractice), and personal injury insurance
3. Describe information required to file third party claims and the steps for filing third party claims
4. Discuss meaningful use and explain meaningful use as it applies to EMR/EHRs
5. Describe how to use the most current HCPCS level II coding systems
6. Discuss and differentiate between fraud and abuse regarding coding and reimbursement
7. Describe how to use the most current procedural coding system
8. Describe how to use the most current diagnostic coding classification system
9. Define and discuss the effects of upcoding and downcoding
10. Define medical necessity as it applies to procedural and diagnostic coding
11. Complete the objectives related to each chapter of the textbook

### **SCANS Skills:**

Resources: Identify and build medical insurance and coding terminology and theory and apply learning to analysis and decision-making skills correctly.

Interpersonal: Recognize limitations of expertise and communicate with instructor when questions arise. Show respect for instructor and peers in the online classroom environment.

Information: Apply information gained from online discussions, electronic learning platform, Internet, and independent study to acquire relevant information to specific topics that relate to administrative procedures.

Systems: Apply critical thinking skills to online discussions.

Technology: Use computers and the Internet to access course materials and other relevant course information and research.

### **Lectures & Discussions:**

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises within the MindTap Learning Platform and class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The MindTap Learning Platform will be used for the majority of assignments in this course. The platform contains different learning tools that include videos, homework assignments, learning labs, tests and quizzes, and simulated claim scenarios.
2. Weekly discussion questions.
3. Additional articles, lectures, and video demonstrations supplied by the instructor.

### **Evaluation/Grading Policy:**

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the “announcements” section of BlackBoard. There are **NO** make-up exams and I do **NOT** accept late assignments! All assignment due dates are listed in the course calendar and under the description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension if this occurs. **Technology issues are not valid reasons for missing deadlines.** Please ensure that your computers are updated with the correct software. A list is available on the “Home Page” of our classroom of criteria and functionality needed for the MindTap learning platform. Course weeks closes on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar’s office. Failure to do so will result in an “F” being awarded in the course.

### **Grade Policy**

DQ’s and Quick Checks	15%
Coding Exercises	25%
Chapter Tests	30%

**Grading Scale:**

The grading scale of all graded activities combined will be the following

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

**\*\* A minimum of a “C” is required to pass this course.**

**Course Materials and Assignments:**

Along with your text books for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

**Discussion Questions (DQs):** You will have one DQ due each week that is worth 15 points. Grading is based on the DQ rubric located in the “Rubric” tab on the right side of homepage screen. Please post your initial response by Day 3 (Wednesday) and respond to at least two people (classmates or instructor) by Day 7 (Sunday). You must post on at least three different days of the week to receive credit for participation. Minimum word count for initial posting is 50 words and minimum word count for peer responses is 25 words. Make sure that you research your answer and cite and reference your work using APA formatting. Answers must be thought provoking or ask a question regarding the content of the post. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, the use of citation and referencing, and punctuation as correct use of written communication is important. I have posted basic information for use of APA formatting under the “START HERE” tab. However, if you are comfortable using a different reference formatting such as MLA, that is acceptable.

**MindTap Assignments:** All of the following assignments are performed through the MindTap Learning Platform and are due by Day 7 of each week. Please check the weekly schedule for the list of MindTap assignments due for the specific week.

**Quick Checks:** Due by Day 7 of each week. These consist of various exercises including Labeling, Matching, Drag & Drops

**Coding Exercises:** Due by Day 7 of each week.

**Test Yourself:** Due by Day 7 of each week.

**\*\*\*\*There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

**Final Comprehensive Exam:** This exam will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted in week of class. **There is absolutely NO MAKE UP for the final exam.**

**APA (American Psychological Association) Format:** APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a [table](#) to avoiding [plagiarism](#) and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material including discussion questions and peer responses. If you are unfamiliar with APA formatting, I have provided an Internet link on the “**START HERE**” page for reference.

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with John Coleman, Academic Advisor/Coordinator of Special Populations located in the College Connection. He can be reached at 903-434-8104. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

**Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Other Course Policies:**

None