AIS 025: MEDICAL BILLING

Originator
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Co-Contributor(s)

Name(s)

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Justification / Rationale
Course needs to add online and hybrid options due to the nature of the course. There is lab work that may be done online or in a lab so both options should be added to the course modalities. Adding an updated text as well.

Effective Term
Fall 2022

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
025

Full Course Title
Medical Billing

Short Title
MEDICAL BILLING

Discipline

Disciplines List

Health Information Technology (Medical record technology)

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
This course covers the study of medical billing, along with its terminology and insurance principles. Focus is on Current Procedural Terminology (CPT), ICD-10 Clinical modification, Healthcare Common Procedure Coding System (HCPCS), and medical ethics. The course introduces the revenue cycle and helps prepare students to take the Certified Professional Biller (CPB) examination.

Schedule Description
This course covers the full spectrum of topics in the medical billing field.
Advisory: HS 061

Lecture Units
3
Lecture Semester Hours
54

In-class Hours
54

Out-of-class Hours
108

Total Course Units
3

Total Semester Hours
162

Prerequisite Course(s)
Advisory: HS 061

Required Text and Other Instructional Materials

Resource Type
Book

Open Educational Resource
No

Formatting Style
MLA

Author
Michelle A. Green

Title
Understanding Health Insurance: A Guide to Billing and Reimbursement

Edition
16th

City
Boston

Publisher
Cengage

Year
2021

College Level
Yes

ISBN #
978-0-357-51558-7

Class Size Maximum
35

Entrance Skills
Students should be able to identify parts of the human body and associate the related medical terms used in health care facilities.

Requisite Course Objectives
HS 061-Identify basic elements of a medical word.
HS 061-Define, spell and pronounce medical terms
HS 061-Identify medical abbreviations used by various services in a health-care facility.

Course Content

1. The course begins with an overview of medical billing. It will provide an understanding of various types of insurance plans, as well as expertise in applying payer policy, Local Coverage Determination (LCDs), and National Coverage Determinations (NCDs) for successful claim submission.
2. The course will present students with the knowledge of CPT, ICD 10-CM, and HCPCS coding guidelines. Successful navigation of healthcare industry rules and regulations, including HIPPA.
3. The course will provide an understanding of the life cycle of a medical billing claim and how to improve the revenue cycle; and an effective claim follow-up, patient follow-up, and denial resolution.

Course Objectives

	Objectives
Objective 1	To possess a strong understanding of medical office terminology.
Objective 2	Understand and recognize the proper billing procedures for various insurance payers and the general Healthcare Common Procedure Coding System.
Objective 3	Have a general understanding of both ICD-10s and CPT codes, while knowing how to determine billable ICD-10s and CPT codes together, as well as knowing, understanding, and adhering to mutually exclusive codes.
Objective 4	Understand and interpret the medical billing revenue cycle from the start of billing a claim through any denial with effective follow-up and resolution procedures.
Objective 5	Demonstrate successful navigation of healthcare rules and regulations, most specifically HIPPA.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Apply payer policy, Local Coverage Determinations (LCDs), and National Coverage Determinations (NCDs) for successful claim submissions.
Outcome 2	Demonstrate the revenue life cycle of a medical billing claim from start to finish.
Outcome 3	Describe the CPT, ICD-10 healthcare codes and HIPPA regulations.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Assignments require teamwork to build on individual assignments and on-going team assignments.
Lecture	New theories, ideas and concepts will be introduced through lecture.
Technology-based instruction	Case studies to provide students with the opportunity to utilize concepts learned in class to analyze real world situations dealing with medical billing.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Written reports designed to assess the application of medical billing principles and practices. Approximate 32 hours.	Out of Class Only
Student participation/contribution	Class will be discussion (16 hours in class) and group assignments (out of class 10 hours).	In and Out of Class
Self/peer assessment and portfolio evaluation	Groups will be tasked to review other students' ideas and preparation, and comment on that work.	In and Out of Class
Mid-term and final evaluations	Exams via LMS	In and Out of Class
Laboratory projects	Case Scenarios and Final Project. Approximately 32 hours for the scenarios and 6 hours for the final project.	Out of Class Only
Tests/Quizzes/Examinations	Weekly or biweekly quizzes outside of class, approximately 16 hours for quizzes and 24 hours of study.	Out of Class Only

Assignments

Other In-class Assignments

1. Discussions.
2. Quizzes.
3. Worksheets.
4. Group Projects.

Other Out-of-class Assignments

1. Reading textbook (approximately 32 hours).
2. Assigned practice problems (approximately 2 hours per week).
3. Assigned real-life billing and denial claim scenarios (approximately 20 hours).

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

Publisher Access Codes will be used by students (students will create their own passcodes and use direct links through Canvas for all platform assignments).

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

Students will purchase a publisher's access code (which includes the e-book) and it will allow for simulation exercises which will enhance the learning process. All assignments will still be accessed through the assignment links in Canvas.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Chat room/instant messaging
Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)
Teleconferencing
Telephone contact/voicemail

For hybrid courses:

Orientation, study, and/or review sessions
Scheduled Face-to-Face group or individual meetings
Supplemental seminar or study sessions

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

MIS Course Data

CIP Code

51.0714 - Medical Insurance Specialist/Medical Biller.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

HR Advisory Meeting Minutes 5-23-18.docx
Labor Market Data.pdf

Approvals

Curriculum Committee Approval Date

11-2-2021

Academic Senate Approval Date

11-11-2021

Board of Trustees Approval Date

01-21-2022

Chancellor's Office Approval Date

03/29/2019

Course Control Number

CCC000604001

Programs referencing this course

Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=223)
Business Information Worker - Medical Office Specialist Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=228)