

# Medical Insurance Billing II

TEMC1060

## Course Description

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The Medical Insurance Billing II course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations and guidelines. After successful completion of Medical Billing and Collections I and II the student will be able to apply correct billing concepts and demonstrate understanding of the medical claim life cycle.

Semester(s): All

## Course Student Learning Outcomes

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- Explain Insurance carrier processing and payment received.
- Identify major health insurance models and payers.
- Construct a claim form.
- Explain information about major insurance programs and federal healthcare legislation.
- Identify revenue cycle management concepts.
- Recognize hospital facility billing concepts and reimbursement methodology..

## Course Prerequisites

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TEMC 1050 - Medical Insurance Billing I

## Transfer/Certification/Licensure/Employment Information

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The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

## Communication Plan

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Example language:

- We will respond to email within 24 - 48 hours. we will offer feedback on major assignments within 24 - 48 hours.
- The best way to contact an instructor is via school email.
- Additionally, we will be participating in the discussion with you to share our perspective within the discipline and to offer some nuances of interpretation that may not be present in your textbook.

## Keys for Success (how to succeed in the course)

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### **Time Management**

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block “study times,” others will have to break it down further.

### **Discipline Yourself**

Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

### **Ask for Help**

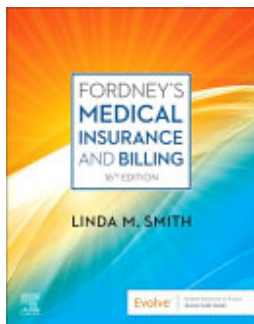
If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

## Communicate with Instructors

If you cannot come to class, please notify your instructors.

## Required Text or Materials

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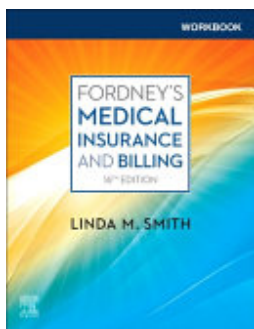
**Title:** Fordney's Medical Insurance and Billing

**ISBN:** 9780323795357

**Authors:** Linda Smith

**Publisher:** Saunders

**Publication Date:** 2022-02-01



**Title:** Workbook for Fordney's Medical Insurance and Billing

**ISBN:** 9780323795364

**Authors:** Linda Smith

**Publisher:** Saunders

**Publication Date:** 2022-02-01

**Title:** Pen, Pencil, Notebook, Highlighters

**Title:** Ear plugs or noise reduction headphones to aid concentration while studying or testing in the classroom.

For more information on textbook accessibility, contact Accessibility & Disability Services at [REDACTED]

## Assignment Schedule

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<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 10.1: Review Questions</a>	Assignment	50
	<a href="#">Assignment 10.2: Complete a State Disability Insurance Form</a>	Assignment	4
	<a href="#">Assignment 14.1: Review Questions</a>	Assignment	45
	<a href="#">Assignment 14.11: Complete a Claim Form for a Workers' Compensation Case</a>	Assignment	1
	<a href="#">Assignment 14.2: Complete a Health Insurance Claim Form for a Private Case</a>	Assignment	10
	<a href="#">Assignment 14.4: Locate Error on a Completed Health Insurance Claim Form</a>	Assignment	1
	<a href="#">Assignment 14.5: Complete a Claim Form for a Medicare/Medicaid Case</a>	Assignment	15
	<a href="#">Assignment 14.6: Complete a Claim Form for a Medicare Case</a>	Assignment	1

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 14.9: Complete a Claim Form for a Tricare Standard Case</a>	Assignment	1
	<a href="#">Assignment 15.1: Review Questions</a>	Assignment	50
	<a href="#">Assignment 15.2: Input Data Into Element for Place of Service Codes for 837P Electronic Claims Submissions</a>	Assignment	10
	<a href="#">Assignment 15.3: Select the Correct individual Relationship Code Number for 837P Electronic Claims Submission</a>	Assignment	1
	<a href="#">Assignment 15.4: Select the Correct Taxonomy Codes for Medical Specialists for 837 P Electronic Claims Submission</a>	Assignment	10
	<a href="#">Assignment 16.1: Review Questions</a>	Assignment	40
	<a href="#">Assignment 16.2: Using and Aging Report for Follow-Up</a>	Assignment	5

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 16.3: Post to a Financial Accounting Record (Ledger) from an Explanation of Benefits (EOB) Document</a>	Assignment	10
	<a href="#">Assignment 16.4: Locate Errors on a Returned Insurance Claim</a>	Assignment	10
	<a href="#">Assignment 17.1: Review Questions</a>	Assignment	28
	<a href="#">Assignment 17.2: Select a Dun Message</a>	Assignment	1
	<a href="#">Assignment 17.3: Manually Post a Courtesy Adjustment</a>	Assignment	5
	<a href="#">Assignment 17.4: Manually Post a Patients Charges and Payment</a>	Assignment	5
	<a href="#">Assignment 17.5: Compose a Collection Letter</a>	Assignment	5
	<a href="#">Assignment 17.6: Accepting Credit Card Payments</a>	Assignment	12
	<a href="#">Assignment 17.7: Complete a Financial Agreement</a>	Assignment	5

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 20.1: Review Questions</a>	Assignment	31
	<a href="#">Assignment 20.2: Job Searching and Job Skills</a>	Assignment	3
	<a href="#">Assignment 20.3: Complete a Worksheet and Type a Resume</a>	Assignment	10
	<a href="#">Assignment 20.4: Complete a Cover Letter</a>	Assignment	10
	<a href="#">Assignment 20.5: Complete a Job Application Form</a>	Assignment	1
	<a href="#">Assignment 20.6: Prepare a Follow-Up Thank You Letter</a>	Assignment	10
	<a href="#">Assignment 20.7: Visit Websites for Job Opportunities</a>	Assignment	10
	<a href="#">Assignment 20.8 Critical Thinking</a>	Assignment	10
	<a href="#">Assignment 5.1: Review Questions</a>	Assignment	30
	<a href="#">Assignment 5.2: Obtain Authorization for a Consultation from a Managed Care Plan</a>	Assignment	10

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 5.3: Obtain Authorization for Physical Therapy from a Managed Care Plan</a>	Assignment	10
	<a href="#">Assignment 5.4: Obtain Authorization for Diagnostic Arthroscopy from a Managed Care Plan</a>	Assignment	10
	<a href="#">Assignment 5.6: Obtain Authorization for Diagnostic Body Scan from a Managed Care Plan</a>	Assignment	10
	<a href="#">Assignment 6.1: Review Questions</a>	Assignment	40
	<a href="#">Assignment 6.2: Calculate Mathematical Problems</a>	Assignment	9
	<a href="#">Assignment 6.3: Complete a Medicare Advance Beneficiary Notice of Noncoverage</a>	Assignment	10
	<a href="#">Assignment 7.1: Review Questions</a>	Assignment	40
	<a href="#">Assignment 7.2 : Critical Thinking</a>	Assignment	4
	<a href="#">Assignment 8.1: Review Questions</a>	Assignment	50



<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Assignment 8.2: Critical Thinking</a>	Assignment	3
	<a href="#">Assignment 9.1: Review Questions</a>	Assignment	46
	<a href="#">Assignment 9.2: Complete a Doctors' First Report of Occupational Injury or Illness Form for a Workers' Compensation Case</a>	Assignment	10
	<a href="#">Chapter 10 Exam</a>	Quiz	100
	<a href="#">Chapter 14 Exam</a>	Quiz	100
	<a href="#">Chapter 15 Exam</a>	Quiz	100
	<a href="#">Chapter 16 Exam</a>	Quiz	100
	<a href="#">Chapter 17 Exam</a>	Quiz	100
	<a href="#">Chapter 20 Exam</a>	Quiz	100
	<a href="#">Chapter 5 Exam</a>	Quiz	100
	<a href="#">Chapter 6 Exam</a>	Quiz	100
	<a href="#">Chapter 7 Exam</a>	Quiz	100
	<a href="#">Chapter 8 Exam</a>	Quiz	100
	<a href="#">Chapter 9 Exam</a>	Quiz	100
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Key Abbreviations: Chapter 10</a>	Assignment	17

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Key Abbreviations: Chapter 14</a>	Assignment	16
	<a href="#">Key Abbreviations: Chapter 15</a>	Assignment	20
	<a href="#">Key Abbreviations: Chapter 16</a>	Assignment	8
	<a href="#">Key Abbreviations: Chapter 17</a>	Assignment	13
	<a href="#">Key Abbreviations: Chapter 20</a>	Assignment	22
	<a href="#">Key Abbreviations: Chapter 5</a>	Assignment	15
	<a href="#">Key Abbreviations: Chapter 6</a>	Assignment	39
	<a href="#">Key Abbreviations: Chapter 7</a>	Assignment	15
	<a href="#">Key Abbreviations: Chapter 8</a>	Assignment	23
	<a href="#">Key Abbreviations: Chapter 9</a>	Assignment	18

## Brief Description of Assignments/Exams

In the Fordney's Medical Insurance and Billing course, students will be evaluated through various assignments and exams designed to build and test their proficiency in medical billing and insurance processes.

This structure ensures that students gain practical, hands-on experience in medical billing and insurance while being evaluated on both theoretical knowledge and practical

application.

## Grading Scale

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Percentage Letter Grade

93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

Passing for this class is 73% or higher.

Students enrolled in this course can achieve a passing grade by completing the following:

1. Assignments within the course
2. The chapter exams with a score of 73% or better

Students must earn a complete in each assignment type to pass the course.

## How to Navigate to Canvas

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## Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Student Academic Calendar

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As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)