

Medical Insurance Billing I

TEMC - 1051 301

Course Description

Medical Insurance Billing I: The Medical Insurance Billing I 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.

Course Student Learning Outcomes

- Identify the background and importance of accurate insurance claims submissions, coding and billing.
- Differentiate between professional ethics and medical etiquette.
- Identify instances when an employer, an employee or independent contractor can be liable when billing for medical services.
- Demonstrate understanding of Privacy, Security, and HIPAA in a healthcare setting.
- Explain Medical Necessity as it relates to National Correct Coding Initiative (NCCI/CCI).
- Recognize various health Insurance models and explain best practices and tools for ensuring accurate and timely submission of medical claims for payment.
- Explain the impact of coding compliance, clinical documentation improvement (CDI), and coding for necessity.

Transfer/Certification/Licensure/Employment Information

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.

Engagement Plan

An instructor will respond to email within 24 to 48 hours.

An instructor will offer feedback on major assignments within 24 to 48 hours.

The best way to contact an instructor is via the Canvas Inbox.

Keys for Success (how to succeed in the course)

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

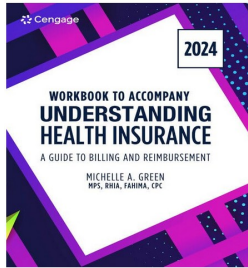
If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

Communicate with Instructors

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

Required Text or Materials

Title: Understanding Health Insurance: A Guide to Billing and Reimbursement, 2024 Edition - 19th edition



Subtitle: Please purchase in Canvas. This will include the MindTap need for the course.

ISBN: 9780357932094

Authors: Michelle A. Green MPS, RHIA, FAHIMA, CPC

Publisher: Cengage

Edition: 19th

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Additional Materials

Pen, Pencil and Paper for notes.

Brief Description of Assignments/Exams

Please see your Pace Plan under the "Grades" page for your due date of assignments and Exams.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	Chapter 02 Application Activity: Health Insurance Terminology in Practice (Estimated Time: 30 minutes)	Assignment	8

Due Date	Assignment Name	Assignment Type	Points
	Chapter 02 Application Activity: Managed Care Organizations and Consumer-Directed Health Plans (Estimated Time: 20 minutes)	Assignment	5
	Chapter 02 Application Activity: Patient Record Documentation (Estimated Time: 20 minutes)	Assignment	2
	Chapter 03 Application Activity: Managing Patients through the Revenue Cycle	Assignment	5
	Chapter 03 Application Activity: Revenue Management	Assignment	7
	Chapter 03 Review (Multiple Choice): 3.1 Introduction to Health Insurance and Managed Care	Assignment	15
	Chapter 04 Application Activity: Completing an Appeal Letter	Assignment	2

Due Date	Assignment Name	Assignment Type	Points
	Chapter 04 Application Activity: Interpreting a Remittance Advice and Explanation of Benefits	Assignment	5
	Chapter 04 Application Activity: Submitting and Tracking Claims	Assignment	14
	Chapter 04 MOSS Assessment ADVANCED: 4.8 Posting Insurance Payments to Patient Accounts Using an RA (Medicare Advantage)	Assignment	10
	Chapter 04 MOSS Assessment ADVANCED: 4.9 Posting an Insurance Payment Using an RA (CareONE BC CS)	Assignment	10
	Chapter 04 MOSS Assessment: 4.1 Batching and Billing Electronic Claims (CareONE BC BS)	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	Chapter 04 MOSS Assessment: 4.10 Posting Secondary Insurance Payments to Patient Accounts Using an R	Assignment	10
	Chapter 04 MOSS Assessment: 4.11 Posting a Denial from an EOB (Shulman).	Assignment	10
	Chapter 04 MOSS Assessment: 4.12 Posting a Non- Covered Service from an RA (Bishop).	Assignment	10
	Chapter 04 MOSS Assessment: 4.16 Tracking Pending Payments by Running an Insurance Aging Report	Assignment	10
	Chapter 04 MOSS Assessment: 4.17 Generating a Collection Letter	Assignment	10
	Chapter 04 MOSS Assessment: 4.18 Creating a Custom Collection Letter	Assignment	10
	Chapter 04 MOSS Assessment: 4.19 Processing a Credit Balance (Jackson).	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	Chapter 04 MOSS Assessment: 4.2 Batching and Billing_ Electronic Claims (Signal HMO).	Assignment	10
	Chapter 04 MOSS Assessment: 4.3 Billing a Secondary Insurance	Assignment	10
	Chapter 04 MOSS Assessment: 4.4 Posting an Insurance Payment to a Patient Account Using an RA (Medicare).	Assignment	10
	Chapter 04 MOSS Assessment: 4.5 Posting Insurance Payments to Patient Accounts Using an RA (Medicare).	Assignment	10
	Chapter 04 MOSS Assessment: 4.6 Posting an Insurance Payment Using an RA (FlexiHealth PPO).	Assignment	10
	Chapter 04 MOSS Assessment: 4.7 Posting an Insurance Payment Using an ERA (Signal HMO).	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	Chapter 05 Application Activity: Fraud and Abuse	Assignment	6
	Chapter 05 Application Activity: HIPAA Privacy and Security	Assignment	6
	Chapter 05 MOSS Assessment: 5.1 Releasing Medical Information	Assignment	10
	Chapter 1 Exam- Requires Respondus LockDown Browser	Quiz	100
	Chapter 2 Exam - Requires Respondus LockDown Browser	Quiz	100
	Chapter 3 Exam - Requires Respondus LockDown Browser	Quiz	100
	Chapter 4 Exam - Requires Respondus LockDown Browser	Quiz	100
	Chapter 5 Exam - Requires Respondus LockDown Browser	Quiz	100
	Greetings, I am your instructor.	Discussion	0
	Greetings, I am your instructor.	Discussion	0

Due Date	Assignment Name	Assignment Type	Points
	Introduce Yourself	Discussion	0
	Introduce Yourself	Discussion	0

Grading Scale

Percentage Letter Grade

Percentage	Grade
100-90	A
89-80	B
79 or below	E

All items must be complete and passed with 80% or better in order to pass the class. All items need too be complete by the last day of class as shown on the Academic Calendar.

Academic Integrity

Integrity/Honesty is an an expectation at Salt Lake Community College. This means that each member of the College community will adhere to the principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process as outlined. This section establishes the expectation at SLCC for academic Integrity/honesty and defines situation that constitute academic misconduct. It also presents the due process to be followed when a student violates academic standards.

Forms of Academic Dishonesty -

Cheating: Presenting others' work as one's own or assisting another student to do so in the classroom, lab or the Assessment Center. Cheating may also occur when a student violates the conditions governing an examination.

Examples of cheating include, but are not limited to the following:

- Using oral, written, visual, or other forms of communication intended to give or receive improper assistance
- Looking at or copying another's work
- Using unauthorized materials (texts, notes, calculators, internet, phone, etc.)
- Taking an exam for another student
- Having someone else take an exam
- Altering one's work after an exam has been returned and before resubmitting it
- Obtaining and/or using an upcoming exam ahead of test time

To report academic dishonesty, please fill out the Academic Misconduct Reporting Form [Links to an external site.](#) For more information and a full list, read the Code of Student Rights & Responsibilities [Links to an external site.](#), contact your department [Links to an external site.](#) or contact the Dean of Students at 801-947-5027.

[How to Navigate to Canvas](#)

[Institutional Policies](#)

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

[Learning Support and Tutoring Services](#)

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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](#)

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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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](#)

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: [SLCC Student Academic Calendar](#)