ITT Technical Institute

ME2610

Medical Reimbursement and Documentation

Onsite and Online Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 56 (34 Theory Hours, 22 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: ME1231 Administrative Medical Assisting or equivalent, HM2520 Medical Coding I or equivalent

Course Description:

This course introduces medical reimbursement systems. Topics include the assignment and reporting of codes for diagnoses and procedures/services, completion of CMS1500 claims for inpatient, outpatient, emergency department and physician office encounters, revenue cycle management, and regulatory issues.

COURSE SUMMARY

COURSE DESCRIPTION

This course introduces medical reimbursement systems. Topics include the assignment and reporting of codes for diagnoses and procedures/services, completion of CMS1500 claims for inpatient, outpatient, emergency department and physician office encounters, revenue cycle management, and regulatory issues.

MAJOR INSTRUCTIONAL AREAS

1. Compliance in Insurance Billing
2. Health Insurance Portability and Accountability Act (HIPAA)
3. Medical Documentation & Electronic Health Record
4. Medical Law and Ethics
5. Procedural and Diagnostic Coding
6. Processing Paper and Electronic Claims
7. Health Care Payers
8. Inpatient and Outpatient Billing

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Explain roles and responsibilities of the insurance billing specialist.
2. Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
3. Identify common liability issues that occur when billing for medical services.
4. Identify insurance claims principles and practices.
5. Practice using insurance coding software to process insurance claims.
6. Outline steps for processing insurance payments.
7. Differentiate health care payers by listing benefits of each.
8. Compare and contrast ICD-9 and ICD-10.

COURSE OUTLINE

MODULE 1: INTRODUCTION TO INSURANCE BILLING

COURSE LEARNING OBJECTIVES COVERED

- Explain roles and responsibilities of the insurance billing specialist.
- Identify common liability issues that occur when billing for medical services.

TOPICS COVERED

- Medical Law and Ethics
- Compliance in Insurance Billing

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 1 and 2.	No	3.5 hrs
Lesson: Study the lesson for this module.	No	1 hr
Exercise: Submit the exercise titled "HITECH Provisions."	Yes	2 hrs
Lab: Complete the lab titled "Introduction to Roles and Responsibilities and Medisoft."	Yes	NA
Quiz: Prepare for Quiz 1.	No	2 hrs

Total Out-Of-Class Activities: 8.5 Hours

MODULE 2: CLAIM PROCESS

COURSE LEARNING OBJECTIVES COVERED

- Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
- Identify insurance claims principles and practices.
- Practice using insurance coding software to process insurance claims.
- Outline steps for processing insurance payments.
- Compare and contrast ICD-9 and ICD-10.

TOPICS COVERED

- Insurance Billing and Coding
- Principles and Practices of Handling Insurance Claims
- Insurance Claim Software
- Processing Insurance Payments
- ICD-9 and ICD-10

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 3, 4, and 5.	No	8 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Processing Insurance Claim Cheat Sheet."	Yes	2 hrs
Lab: Complete the lab titled "Insurance Documentation, Basic Coding Steps, and Medisoft."	Yes	NA
Quiz: Take Quiz 1.	Yes	NA
Exercise 2: Submit the exercise titled "Common Coding Terminology Flash Cards."	Yes	2 hrs
Quiz: Prepare for Quiz 2.	No	2 hrs

Total Out-Of-Class Activities: 16 Hours

MODULE 3: CODING: PAPER AND ELECTRONIC CLAIMS

COURSE LEARNING OBJECTIVES COVERED

- Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
- Identify common liability issues that occur when billing for medical services.
- Identify insurance claims principles and practices.
- Practice using insurance coding software to process insurance claims.

TOPICS COVERED

- Compliance in Insurance Billing
- Health Insurance Portability and Accountability Act (HIPAA)
- Procedural and Diagnostic Coding
- Processing Paper and Electronic Claims
- Inpatient and Outpatient Billing

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 6, 7, and 8.	No	11 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Reminder Sheet."	Yes	2 hrs
Lab: Complete the lab titled "Procedural Coding, Paper and Electronic Claims, and Medisoft Parts 3 and 4."	Yes	NA
Quiz: Take Quiz 2.	Yes	NA
Exercise 2: Submit the exercise titled "Error Messages Concept Map."	Yes	3 hrs

Total Out-Of-Class Activities: 18 Hours

MODULE 4: RECEIVING PAYMENT AND COLLECTION STRATEGIES

COURSE LEARNING OBJECTIVES COVERED

- Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
- Identify insurance claims principles and practices.
- Practice using insurance coding software to process insurance claims.
- Outline steps for processing insurance payments.
- Compare and contrast ICD-9 and ICD-10.

TOPICS COVERED

- Compliance in Insurance Billing
- Procedural and Diagnostic Coding
- Processing Paper and Electronic Claims
- Inpatient and Outpatient Billing

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 9 and 10.	No	6 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Claim Management Techniques."	Yes	3 hrs
Lab: Complete the lab titled "Processing Insurance Payments and Collection Strategies and Medisoft Part 5."	Yes	NA
Exercise 2: Submit the exercise titled "Methods of Selecting Collection Agency."	Yes	2 hrs
Quiz: Prepare for Quiz 3.	No	2 hrs

Total Out-Of-Class Activities: 15 Hours

MODULE 5: HEALTH CARE PAYERS

COURSE LEARNING OBJECTIVES COVERED

- Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
- Identify insurance claims principles and practices.
- Practice using insurance coding software to process insurance claims.
- Outline steps for processing insurance payments.
- Differentiate health care payers by listing benefits of each.
- Compare and contrast ICD-9 and ICD-10.

TOPICS COVERED

- Compliance in Insurance Billing
- Procedural and Diagnostic Coding
- Processing Paper and Electronic Claims
- Inpatient and Outpatient Billing

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 11, 12, 13, 14, and 15.	No	10.5 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Managing Financial Issues."	Yes	3 hrs
Lab: Complete the lab titled "Health Care Payers and Medisoft Parts 6 and 7."	Yes	NA
Quiz: Take Quiz 3.	Yes	NA
Exercise 2: Submit the exercise titled "CMS-1500 (02-12) Form."	Yes	3 hrs
Final Exam: Prepare for the final exam.	No	5 hrs

Total Out-Of-Class Activities: 23.5 Hours

MODULE 6: DISABILITY CLAIMS AND PROGRAMS & HOSPITAL BILLING

COURSE LEARNING OBJECTIVES COVERED

- Explain roles and responsibilities of the insurance billing specialist.
- Describe what role anatomy and physiology of body systems plays in accurately submitting insurance claims.
- Identify common liability issues that occur when billing for medical services.
- Identify insurance claims principles and practices.
- Practice using insurance coding software to process insurance claims.
- Outline steps for processing insurance payments.
- Differentiate health care payers by listing benefits of each.
- Compare and contrast ICD-9 and ICD-10.

TOPICS COVERED

- Compliance in Insurance Billing
- Health Insurance Portability and Accountability Act (HIPAA)
- Medical Documentation & Electronic Health Record
- Medical Law and Ethics
- Procedural and Diagnostic Coding
- Processing Paper and Electronic Claims
- Health Care Payers
- Inpatient and Outpatient Billing

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Fordney, M., Chapters 16 and 17.	No	5 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Lab: Complete the lab titled “Medisoft Case Studies and Disability Insurance.”	Yes	NA
Final Exam: Take the final exam.	Yes	NA

Total Out-Of-Class Activities: 7 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Exercise	10%
Lab	20%
Quiz	35%
Final Exam	35%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Fordney, M. (2014). *Insurance handbook for the medical office (13th ed.). St. Louis, MO:* Elsevier Saunders.

RECOMMENDED RESOURCES

- Professional Associations
  - American Association of Medical Assistants (AAMA) http://www.aama-ntl.org/
  - The American Registry of Medical Assistants (ARMA) http://arma-cert.org/aboutarma
  - Clinical Medical Assistant Certification (CCMA) http://www.nhanow.com/clinical-medical-assistant.aspx

- ITT Tech Virtual Library (accessed via Student Portal |https://studentportal.itt-tech.edu)
  - Basic Search
    - Boyd, C. (2013). *Calculation skills for nurses. Chichester, West Sussex, UK: John Wiley & Sons, Ltd.*
    - Brassington, C., & Goretti, C. (2011). *MA notes: Medical assistant's pocket guide (2nd ed.). Philadelphia, PA: F. A. Davis Co.*
    - Balaban, N., & Bobick, J. (2008). *The handy anatomy answer book. Detroit, MI: Visible Ink Press.*
    - Eagle, S. (2009). *The professional medical assistant: An integrated, teamwork-based approach. Philadelphia, PA: F.A. Davis Co.*
    - Fuqua, T., & Zonderman, J. (2009). *Medical assisting PDQ. Edinburgh, UK: Elsevier Saunders.*
    - Hardy, K. (2011). *Medical assistant exam success: A Q & A review applying critical thinking to test taking. Philadelphia, PA: F.A. Davis Co.*
    - Hull, M. (2013). *Medical language: Terminology in context. Philadelphia, PA: F. A. Davis Co.*

- Culp, J. (2014). *Jump-starting careers as medical assistants & certified nursing assistants. New York, NY: Rosen Publishing Group, Inc.*
- Jones & Bartlett, L. (2012). 2012 *Nurse's drug handbook. Burlington, MA: Jones & Bartlett Learning.*
- Moses, K. P. (2013). *Atlas of clinical gross anatomy. Philadelphia, PA: Elsevier/Saunders.*
- Rogers, K. A., & Scott, W. N. (2011). *Nurses! Test yourself in anatomy and physiology. Berkshire, England: Open University Press.*
- Scanlon, V., & Sanders, T. (2007). *Essentials of anatomy and physiology (5th ed.). Philadelphia, PA: F.A. Davis Co.*
- Venes, D. (2013). *Taber's cyclopedic medical dictionary (22nd ed.). Philadelphia, PA: F.A. Davis Co.*
- AMT Events
- Modern Healthcare

- Evolve Student Resources

  Free study materials accompany many Elsevier textbooks. You instructor may have set up a course on Evolve that contains these free materials. If your instructor has provided you with a course id and you need to enroll into this course, Click Here.

  You can also register for your textbook's resources. To locate and gain access to these materials follow the steps below.

  1. Go to http://evolve.elsevier.com and click **Student View**.
  2. On the **Catalog** tab, click the green **Evolve Resources** box.
  3. Search by author or title keyword in the search box and click the search button.
  4. Click the desired title to review additional information.
  5. Click the **REGISTER For this now** button.
  6. Request additional products by using the search box at the top right. Once you are finished, click the **Redeem/Checkout** button to continue.
  7. If you are a returning user, enter your Evolve username and password and click **Login**. If you are new to Evolve, enter your name, email, desired password, and institution information, and click the **Continue** button.

8. Click the **Registered User Agreement** link located at the bottom right. Once you have read this information, check the **Yes, I accept the Registered User Agreement** box if you agree.
9. Click the **Submit** button.
10. You now have access to the Evolve Resources. Click the **Get Started** link to access the Resources immediately.
11. Existing content is available by clicking the **My Evolve** tab.

For downloadable resources:

Once the electronic resources are available, you will see links to download them directly or to go to a separate location within the Elsevier site. If you are linked to a separate Elsevier product page, select the Resources tab and then click on Instructor Resources on that page to see all available resources, both print and electronic. You can download electronic resources from this page; follow the prompts.

If you have questions about the ITT Instructor Resource site, contact Instructor.ITT@Elsevier.com.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as opinion-based discussions that enable you to analyze different topics related to Medical Reimbursement and Documentation. You can also use this discussion to share best practices, tips, and solutions with your classmates. The lessons focus on viewing, demonstrating, and practicing various medical laboratory procedures. Your progress will be regularly assessed through a variety of assessment tools including exercises, labs, quizzes, and final exam.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based

option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)