

SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
MEDICAL ASSISTING
Revision Date: 7/2019
[Syllabus Statements](#)

I. CATALOG DESCRIPTION

Course Number: MEDA 1405
Course Title MEDICAL INSURANCE AND CODING
Prerequisite(s): NONE

Catalog Description: Apply third party guidelines and managed care policies and procedures. Demonstrate basic knowledge of national diagnosis and procedure coding systems. Demonstrate accurate completion of insurance claim forms.

Credit Hours: 2
Class Hours: 2
Lab Hours:
Total Contact Hours: 30

II. COURSE OBJECTIVES: *Course will:*

1. Introduce information about major insurance programs and federal health care legislation.
2. Provide a basic knowledge of national diagnosis and procedure coding systems.
3. Explain the impact of coding compliance and clinical documentation improvement (CDI) on health care settings.
4. Simplify the process of completing claims.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. STUDENT LEARNING OUTCOMES: *Students will be able to:*

1. Explain basic steps in processing an insurance claim form for major carriers.
2. Perform procedure and diagnostic coding accurately.

B. GENERAL EDUCATION LEARNING OUTCOMES (GELOs)

GELO 3: Critical Thinking & Problem Solving

Outcome: 1) Collect, identify, interpret, and analyze data.

C. ENTRY LEVEL COMPETENCIES FOR MEDICAL ASSISTING STUDENTS (taken from CAAHEP's 2015 Standards and Guidelines for Medical Assisting Programs)

1. VIII.C.1. Identify types of insurance plans; information required to file a third party claim; and the steps for filing a third party claim
2. VIII.C.2. Outline managed care requirements for patient referral
3. VIII.C.3. Describe processes for: verification of eligibility for services; precertification; and preauthorization
4. VIII.C.4. Define a patient-centered medical home (PCMH)
5. VIII.C.5. Differentiate between fraud and abuse
6. IX.C.1. Describe how to use the most current procedural coding system
7. IX.C.2. Describe how to use the most current diagnostic coding classification system
8. IX.C.3. Describe how to use the most current HCPCS level II coding system
9. IX.C.4. Discuss the effects of upcoding; downcoding

10. IX.C.5. Define medical necessity as it applies to procedural and diagnostic coding
11. VIII.P.1. Interpret information on an insurance card
12. VIII.P.2. Verify eligibility for services including documentation
13. VIII.P.3. Obtain precertification or preauthorization including documentation
14. VIII.P.4. Complete an insurance claim form
15. IX.P.1. Perform procedural coding
16. IX.P.2. Perform diagnostic coding
17. IX.P.3. Utilize medical necessity guidelines
18. VIII.A.1. Interact professionally with third party representatives
19. VIII.A.2. Display tactful behavior communicating with medical providers regarding third party requirements
20. VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements
21. IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*) –

Chapters to include: Health Insurance Specialist; Introduction to Health Insurance; Managed Health Care; Revenue Cycle Management; Legal and Regulatory Issues; ICD-10-CM Coding; CPT Coding; HCPCS level II Coding; CMS Reimbursement Methodologies; Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity; CMS-1500 and UB-04 Claims; Commercial Insurance; BlueCross BlueShield; Medicare; Medicaid; TRICARE; & Workers' Compensation

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):

Green, Michelle A. *Understanding Health insurance: A Guide to Billing and Reimbursement* (Current Edition).

EncoderPro.com printed access card (PAC)

B. Other Resources:

VI. METHODS OF PRESENTATION/INSTRUCTION – Lecture, PowerPoints, Coding assignments, and CMS-1500 claim form assignments

VII. METHODS OF EVALUATION – See Course Information Document (CID)

SCC STANDARD GRADING SCALE POLICY:

A+ 95-100	C+ 75-79
A 90-94	C 70-74
B+ 85-89	D+ 65-69
B 80-84	D 60-64
	F Below 60

CAAHEP accreditation requires all Medical Assisting graduates pass 100% of all competencies (cognitive, psychomotor, affective) listed in the 2015 Standards and Guidelines for Medical Assisting Programs. Medical Assisting Program students must receive a minimum grade average of 75% in this course.

VIII. SPECIFIC COURSE REQUIREMENTS - See Course Information Document (CID)