

SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
MEDICAL ASSISTING
Revision Date: 8/2025

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: 0
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 2022 Standards and Guidelines for Medical Assisting Programs)

1. V.P.5. Document professional telephone messages accurately
2. VIII.C.1.a.-b. Identify: types of third-party plans and steps for filing a third-party claim
3. VIII.C.2. Identify managed care requirements for patient referral
4. VIII.C.3.a.-d. Identify processes for: verification of eligibility for services, precertification / preauthorization, tracking unpaid claims, claim denials and appeals
5. VIII.C.4. Identify fraud and abuse as they relate to third party reimbursementVIII.C.5.a.-f. Define the following: bundling and unbundling of codes, advanced beneficiary notice (ABN), allowed amount, deductible, co-insurance, co-pay
6. VIII.C.6. Identify the purpose and components of the Explanation of Benefits (EOB) and Remittance Advice (RA) Statements
7. VIII.P.1. Interpret information on an insurance card
8. VIII.P.2. Verify eligibility for services
9. VIII.P.3. Obtain precertification or preauthorization with documentation
10. VIII.P.4. Complete an insurance claim form

11. VIII.P.5. Assist a patient in understanding an Explanation of Benefits (EOB)
12. IX.C.1. Identify the current procedural and diagnostic coding systems, including Healthcare Common Procedure Coding Systems II (HCPC Level II)
13. IX.C.2.a.-b. Identify the effects of: upcoding and downcoding
14. IX.C.3. Define medical necessity
15. IX.P.1. Perform procedural coding
16. IX.P.2. Perform diagnostic coding
17. IX.P.3. Utilize medical necessity guidelines
18. X.C.13.h. Define the following medical legal term: respondeat superior

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 ed). DDA—Direct Digital Access (E-book and MindTap)

You will have access to your digital course on the first day of class. If you decide that you don't want to participate, you will need to OPT-OUT of the program and obtain the material on your own. If you stay OPTED-IN, you will be charged a reduced price for a digital textbook and required code. The book charges go directly to your account at SCC for you to pay. NOTE: DDA will be your cheapest option. If your instructor requires MindTap, you cannot purchase a used book. Check with your instructor before you purchase a book to be sure you have the correct one.

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

The minimum expectation for the Medical Assisting Program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession (CAAHEP 2022 Standards and Guidelines).

All Medical Assisting Program students must pass 100% of the MAERB Core Curriculum cognitive objectives and psychomotor and affective competencies in order to complete the course progress in the program and graduate.

Medical Assisting Program students must receive a minimum grade average of a 75% (C+) in this course.

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