

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Billing and Coding
COURSE NUMBER	MEDA 0180
DIVISION	Health Professions
DEPARTMENT	Medical Assistant
CIP CODE	51.0801
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	This course is part of a selective admission program. Students must be admitted to the Medical Assistant program to enroll in this course.

COURSE DESCRIPTION

This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. Define diseases and related treatments for the body systems.
2. Demonstrate clinical and laboratory skills necessary for entrylevel employment.
3. Practice basic principles and practices of safe pharmacological administration.
4. Modify communication to effectively interact with and provide education to patients of varying backgrounds.
5. Select appropriate reference materials to enhance performance of job functions and patient education.
6. Comply with principles of records management to complete incident reports, documentation, data entry and electronic health records.
7. Demonstrate legal, ethical, and safe behaviors when performing the duties of the medical assistant.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Claim Forms
 - A. Complete
 - B. Guidelines
 - C. Manually and electronic claims
 - D. Data management
 - E. Achieve maximum reimbursement

- II. Communication with providers, patients and payers
 - A. Patient's level of understanding
 - B. Responses from the patient
 - C. Assertive communication
 - D. Sensitivity
 - E. Communicate in laymen's terms

- III. Procedure Coding
 - A. Overview
 - B. Upcoding
 - C. Perform coding

- IV. Diagnostic Coding
 - A. Overview
 - B. Perform coding

- V. Healthcare Common Procedure Coding System (HCPCS)
 - A. Overview
 - B. Perform coding

- VI. Third party claims
 - A. Guidelines
 - B. Complete claim forms

- VII. Utilization Review
 - A. Principles
 - B. Benefits

VIII. Referrals

- A. Precertification
- B. Preauthorization
- C. Referral process in a managed care

IX. Models of Managed Care

- A. Identify models
- B. Implementation
- C. Eligibility verification
- D. Policies and procedures

X. Insurance Plans

A. Types

1. Government

- a. Medicare/Medicaid
- b. Military/Civilian Health and Medical Program of the Veteran's Administration (CHAMPVA)
- c. Worker's Compensation

2. Private

- a. Managed Care
- b. Indemnity
- c. Self-Insured

B. Implementation

- C. Provider fee schedules
- D. Resource-Based Relative Value Scale (RBRVS)
- E. Diagnosis-related Groups (DRGs)

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Complete insurance claim forms.

- 1. Complete insurance claims forms.
- 2. Describe how guidelines are used in processing an insurance claim.
- 3. Compare processes for filing insurance claims both manually and electronically.
- 4. Work with provider to achieve maximum reimbursement.

B. Communicate with providers, patients and payers.

- 5. Communicating with patients, family, and staff
- 6. Explain both billing and payment options
- 7. Recognize the patient's level of understanding in communications.
- 8. Look for appropriate responses from the patient.
- 9. Demonstrate assertive communication with managed care and/or insurance providers.
- 10. Demonstrate sensitivity in communication with both providers and patients.

11. Communicate in language the patient can understand regarding managed care and insurance plans.
- C. Apply the correct procedure code.
 12. Describe how to use the most current procedural coding system.
 13. Define upcoding and why it should be avoided.
 14. Perform Procedural coding.
- D. Apply the correct diagnostic code.
 15. Describe how to use the most current diagnostic coding classification system.
 16. Perform diagnostic coding.
- E. Apply the correct Health Care Common Procedure Coding System (HCPCS).
 17. Use the current HCPCS coding system.
 18. Perform HCPCS coding.
- F. Apply guidelines for third party claims.
 19. Describe guidelines for third party claims.
 20. Apply third party guidelines.
 21. Complete third party claim forms.
- G. Explain utilization review.
 22. Discuss utilization review principles.
 23. Explain how it benefits the organization and the patient.
- H. Perform referrals.
 24. Complete precertification, including documentation.
 25. Complete preauthorization, including documentation.
 26. Discuss referral process for patients in a managed care program.
- I. Summarize models of managed care.
 27. Identify models of managed care.
 28. Describe procedures for implementing managed care.
 29. Verify eligibility for managed care services.
 30. Apply both managed care policies and procedures.
- J. Summarize types of insurance plans.
 31. Identify different insurance models.
 32. Identify types of insurance plans.
 33. Discuss workers compensation as it applied to patients.
 34. Describe procedures for implementing both managed care and insurance plans.
 35. Discuss types of physicians' fee schedules.
 36. Describe the concept of Resource-Based Relative Value Scales (RBRVS).

37. Define Diagnosis-related Groups (DRGs).

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.