



Continuing Education Department

Online MEDICAL INSURANCE AND BILLING

SYLLABUS

COURSE TITLE: Online Medical Insurance and Billing

Fall 09 **ONLINE** Course Contract Numbers: 13656 and 13657

TOTAL CONTACT HOURS: 60

CEU'S: X YES NO 6.0 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/online/registration.htm>

Contacts for Online Medical Coding Program: ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

Course Description:

Here is the official course description from the Durham Tech web site at <http://www.durhamtech.edu> :

Students learn about the healthcare environment through this practical approach to healthcare insurance claims processing. This course provides training in the skills required to successfully operate a medical office or insurance office environment. Course topics include health insurance, Medicare, Medicaid, Tri-Care, BC/BS, workman's compensation, and legal and regulatory considerations in medical billing. Textbook required. In addition, for the online class, Medical Coding I is also required (or equivalent work experience) and Coding Manuals. [Registration procedures for online courses](#)

It is also recommended that you have the following skills before taking this online class:

- Must be comfortable using a mouse (right and left click)
- Must be comfortable using a keyboard (type with both hands)
- Must be comfortable using Word processing software
- Must have access to Word processing software
- Must be familiar with file managements (how to open, edit, save, print, and close files)

Course

Responsibility: Jean D. Brown
Instructor

The **goals of this course** are to provide students with the following:

1. The skills necessary to obtain entry-level insurance positions.
2. An understanding of medicolegal issues and the professional and career responsibilities of a medical insurance billing specialist.
3. An understanding of basic medical and insurance terminology.
4. An understanding of basic insurance programs and contracts, including private insurance, managed care, Medicaid, Medicare, Tricare, CHAMPVA, worker's compensation, and other disability programs.
5. A working knowledge of diagnostic coding using the reference book entitled *International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM)*.
6. A working knowledge of procedure coding using the reference book entitled *Current Procedural Terminology (CPT)*.
7. A working knowledge of third party payer billing procedures using the CMS 1500 (HCFA 1500) claim form.
8. Insurance problem-solving techniques, including follow-up procedures, tracing insurance claims, and filing appeals.

Online Course Textbook:

The textbook for the course is "**Insurance Handbook for the Medical Office, Tenth Edition**" by **Marilyn T. Fordney**. Please pay close attention and make sure you purchase the book that includes the access/evolve code.

You must have the access code/key to complete the online class. If you have purchased a used book, or have purchased from eBay, Amazon.com, et cetera your text likely does not include the access code. **You MUST have the access code to complete the online course.**

If you purchased a book without the access code and **IT IS UNOPENED** you **may** be able to exchange it for one including the code. **Otherwise, you can buy the access/evolve code separately from the DTCC Bookstore. They keep the codes behind the Bookstore counter since it is just a piece of cardboard wrapped in plastic.**

The textbook will be available at the **Durham Tech Bookstore** at least **one week before online** classes start. The textbook can be located in the Continuing Education area using the course/contract number listed at the beginning of this document. Here is the link to the **location and hours** for the DTCC bookstore: <http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also **order your textbooks online**, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To **logon to your class**, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online Course Final Grade Policy:

Your final grade for the course will be computed as follows:

- Participate in “**All About You**” Discussion Forum: **5 %**
Note: (Must be completed within 2 weeks of class start date)
- **Virtual Medical Office Assignments** = 5% each for a total of **30%** (a total of 6 assignments)
- **Modules/Quiz** = 5% each for a total of **35%** (a total of 7 assignments)
- **Discussion Board** = 5% each for a total of **20 %** (a total of 4 discussion forums)
- **Final Exam** = **10%**

Letter Grade:

Your final grade for the course is either Pass (S) or No Grade (NG). Your final grade will be either S for 80% or better or NG for less than 80%.

Your average of these five components must be 80% or higher to pass this course satisfactorily.

Contacting the online instructor: Use the discussion board to contact instructor for any questions. I do check them and will answer questions there. I will strive to respond to questions within 24-48 hours, but I may need to research your questions before answering them.

Online Instructor Absence: We will place an announcement in the announcement area of this class if we are going to be unavailable for more than 2 days and other instructors and our manager will be aware of our absence as well.

Online Course Attendance policy: Each student must participate in the "All About You" Discussion Board, by posting an Introduction, within the first two weeks of class, if you want to be considered a participating student in this online class.

After successfully completing this course:

Students are encouraged to take the **Electronic Health Records** course or any of the elective courses offered for the Medical Coding Program.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

This site includes information about class refunds, class repeats, and class cancellations, as well as information regarding senior citizens (NC resident and 65 or older):

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.

Medical Insurance & Billing ~ Fall '09 Course Outline

Remember, the information listed below is subject to change with little or no notice. This is just a guide to assist you in understanding the general flow of the course.

Week 1: Aug. 17 – Aug. 21

Chapter 1 Role of an Insurance Billing Specialist - VMO Simulation (Exercises 1 & 3)

Week 2: Aug. 24 – Aug. 28

Chapter 2 HIPAA Compliance and Privacy in Insurance Billing & Module/Quiz

Week 3: Aug. 31 – Sept. 4

Chapter 3 Basics of Health Insurance & Discussion Forum

Chapter 4 Medical Documentation & Module/Quiz

Week 4: Sept. 7 – Sept. 11

Chapter 5 Diagnostic Coding & Module/Quiz)

Week 5: Sept. 14 – Sept. 18

Chapter 6 Procedural Coding - VMO Simulation (Exercise 2)

Week 6: Sept. 21 – Sept. 25

Chapter 7 The Paper Claim: CMS-1500 - VMO Simulation (Exercise 1)

Week 7: Sept. 28 – Oct. 2

Chapter 8 Electronic Data Interchange: Transactions and Security & Discussion Forum

Week 8: Oct. 5 – Oct. 9

Chapter 9 Receiving Payments and Insurance Problem Solving VMO Simulation (Exercises 2 & 3)

Week 9: Oct. 12 – Oct. 16**Chapter 10** Office and Insurance Collection Strategies - Module/Quiz**Week 10: Oct. 19 – Oct. 23****Chapter 11** The Blue Plans, Private Insurance, and Managed Care Plans - VMO Simulation
(Exercises 1 & 2)**Week 11: Oct. 26 – Oct. 30****Chapter 12** Medicare – Discussion Forum**Week 12: Nov. 2 – Nov. 6****Chapter 13** Medicaid and Other State Programs – Module/Quiz**Week 13: Nov. 9 – Nov. 13****Chapter 14** TRICARE and CHAMPVA & VMO Simulation (Exercise 1)**Week 14: Nov. 16 – Nov. 20****Chapter 15** Workers' Compensation – Module/Quiz**Chapter 16** Disability Income Insurance and Disability Benefit Programs & Discussion Forum**Week 15: Nov. 23 – Nov. 27****Chapter 17** Hospital Billing – Module/Quiz**Week 16: Nov. 30 – Dec. 4****Chapter 18** Seeking a Job and Attaining Professional Advancement &
FINAL EXAM