

AIS 025: MEDICAL BILLING

Originator

promero

Co-Contributor(s)**Name(s)**

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Justification / Rationale

This is a Career Technical Education course which will contribute to the success of our students in the Coachella Valley. The demand for Medical Billing skills is in the rising with three hospitals and hundreds of medical offices in the desert. Also, there is talks about a new Kaiser hospital coming up soon.

Effective Term

Fall 2019

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

025

Full Course Title

Medical Billing

Short Title

MEDICAL BILLING

Discipline**Disciplines List**

Health Information Technology (Medical record technology)

Modality

Face-to-Face

Catalog Description

This course covers the study of medical billing, along with its terminology and insurance principles. Focus is on Current Procedural Terminology (CPT), ICD-10 Clinical modification, Healthcare Common Procedure Coding System (HCPCS), and medical ethics. The course introduces the revenue cycle and helps prepare students to take the Certified Professional Biller (CPB) examination.

Schedule Description

This course covers the full spectrum of topics in the medical billing field.
Advisory: HS 061

Lecture Units

3

Lecture Semester Hours

54

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: HS 061

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Crystal Clark, Linda Renfroe and Michelle Rimmer

Title

Medical Billing 101

Edition

2nd

City

Boston, MA

Publisher

Cengage

Year

2016

College Level

Yes

ISBN #

978-1-133-93681-7

Class Size Maximum

32

Entrance Skills

Being able to identify parts of the human body and associate the correct medical term related to them and used in health care facilities.

Prerequisite Course Objectives

HS 061-Identify basic elements of a medical word.

HS 061-Define, spell and pronounce medical terms

HS 061-Identify medical abbreviations used by various services in a health-care facility.

Course Content

1. The course begins with an overview of medical billing. It will provide an understanding of various types of insurance plans. As well as expertise in applying payer policy, Local Coverage Determination (LCDs), and National Coverage Determinations (NCDs) for successful claim submission.
2. The course will present students with the knowledge of CPT, ICD 10-CM, and HCPCS coding guidelines. Successful navigation of healthcare industry rules and regulations, including HIPPA.
3. The course will provide an understanding of the life cycle of a medical billing claim and how to improve the revenue cycle; and an effective claim follow-up, patient follow-up, and denial resolution.

Course Objectives

Objectives	
Objective 1	To possess a strong understanding of medical office terminology.
Objective 2	Understand and recognize the proper billing procedures for various insurance payers and the general Healthcare Common Procedure Coding System.
Objective 3	Have a general understanding of both ICD-10s and CPT codes, while knowing how to determine billable ICD-10s and CPT codes together, as well as knowing, understanding, and adhering to mutually exclusive codes.
Objective 4	Understand and interpret the medical billing revenue cycle from the start of billing a claim through any denial with effective follow-up and resolution procedures.
Objective 5	Demonstrate successful navigation of healthcare rules and regulations, most specifically HIPPA.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Apply payer policy, Local Coverage Determinations (LCDs), and National Coverage Determinations (NCDs) for successful claim submissions.
Outcome 2	Demonstrate the revenue life cycle of a medical billing claim from start to finish.
Outcome 3	Describe the CPT, ICD-10 healthcare codes and HIPPA regulations.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Assignments require teamwork to build on individual assignments and on-going team assignments
Lecture	New theories, ideas and concepts will be introduced through lecture
Technology-based instruction	Case studies to provide students with the opportunity to utilize concepts learned in class to analyze real world situations dealing with medical billing.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Written reports designed to assess the application of medical billing principles and practices. Approximate 32 hours.	Out of Class Only
Student participation/contribution	Class will be discussion and group exercises.	In Class Only
Self/peer assessment and portfolio evaluation	Groups will be tasked to review other students' ideas and preparation, and comment on that work	In Class Only
Mid-term and final evaluations	Exams	In Class Only
Laboratory projects	Case Scenarios and Final Project. Approximately 32 hours for the scenarios and 6 hours for the final project.	In and Out of Class
Tests/Quizzes/Examinations	Weekly or biweekly quizzes outside of class, approximately 16 hours for quizzes and 24 hours of study	Out of Class Only

Assignments

Other In-class Assignments

1. Discussions
2. Quizzes
3. Worksheets
4. Group Projects

Other Out-of-class Assignments

1. Reading textbook
2. Assigned practice problems
3. Assigned real life billing and denial claim scenarios

Grade Methods

Letter Grade Only

MIS Course Data**CIP Code**

51.0714 - Medical Insurance Specialist/Medical Biller.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

HR Advisory Meeting Minutes 5-23-18.docx
Labor Market Data.pdf

Approvals

Curriculum Committee Approval Date

02/05/2019

Academic Senate Approval Date

02/14/2019

Board of Trustees Approval Date

03/15/2019

Chancellor's Office Approval Date

03/29/2019

Course Control Number

CCC000604001

Programs referencing this course

Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined?key=223>)
Business Information - Medical Office Specialist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=228>)