

Cerro Coso College  
**Course Outline of Record Report**  
10/11/2021

## HCRSC134 : Basic Medical Insurance and Billing

### General Information

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<b>Course Code (CB01) :</b>	HCRSC134
<b>Course Title (CB02) :</b>	Basic Medical Insurance and Billing
<b>Department:</b>	Allied Health
<b>Proposal Start:</b>	Fall 2018
<b>TOP Code (CB03) :</b>	(1208.20) Administrative Medical Assisting
<b>SAM Code (CB09) :</b>	Clearly Occupational
<b>Distance Education Approved:</b>	Yes
<b>Course Control Number (CB00) :</b>	CCC000532223
<b>Curriculum Committee Approval Date:</b>	05/04/2012
<b>Board of Trustees Approval Date:</b>	06/14/2012
<b>External Review Approval Date:</b>	Pending
<b>Course Description:</b>	This course presents the basic functions of the insurance and billing practices for healthcare workers. Topics include management of basic financial activities for healthcare facilities including medical insurance, methods of establishing professional fees, billing laws and regulations, banking, and bookkeeping.
<b>Submission Type:</b>	Change to Content  The HCRS C134 course was updated to streamline outline, update SLOs, and implement as part of a new certificate: Medical Biller Certificate. This new certificate prepares students to take the American Academy of Professional Coders (AAPC) Exam: Certified Professional Biller (CPB). This exam is a national test.
<b>Author:</b>	No value

### Faculty Minimum Qualifications

<b>Master Discipline Preferred:</b>	No value
<b>Alternate Master Discipline Preferred:</b>	No value
<b>Bachelors or Associates Discipline Preferred:</b>	<ul style="list-style-type: none"><li>• Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)</li></ul>
<b>Additional Bachelors or Associates Discipline Preferred:</b>	No value

### Course Development Options

**Basic Skills Status (CB08)**

Course is not a basic skills course.

 Allow Students to Gain Credit by Exam/Challenge**Rationale For Credit By Exam/Challenge**

No value

**Course Support Course Status (CB26)**

No value

**Course Special Class Status (CB13)**

Course is not a special class.

**Allowed Number of Retakes**

0

**Retake Policy Description**

No value

**Grade Options**

- Letter Grade Methods

**Course Prior To College Level (CB21)**

Not applicable.

 Allow Students To Audit Course**Associated Programs** Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC HCRS Medical Assisting

A.S. Degree Major

Spring 2018

Medical Coding

Certificate of Achievement

Fall 2020

Medical Billing

Certificate of Achievement

Fall 2020

**Transferability & Gen. Ed. Options****Course General Education Status (CB25)**

No value

**Transferability**

Transferable to CSU only

**Transferability Status**

Approved

**Units and Hours****Summary****Minimum Credit Units (CB07)** 3**Maximum Credit Units (CB06)** 3**Total Course In-Class (Contact Hours)** 54

**Total Course Out-of-Class Hours** 108

**Total Student Learning Hours** 162

**Faculty Load** 0

**Credit / Non-Credit Options**

**Course Credit Status (CB04)**

Credit - Degree Applicable

**Course Non Credit Category (CB22)**

Credit Course.

**Non-Credit Characteristic**

No Value

**Course Classification Status (CB11)**

Credit Course.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	54
Laboratory	0
Activity	0
<b>Total</b>	54
<b>Course Out-of-Class Hours</b>	
Lecture	108
Laboratory	0
Activity	0
<b>Total</b>	108

**Time Commitment Notes for Students**

No value

**Faculty Load**

Extra Duties: 0

Faculty Load: 0

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
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No Value

No Value

No Value

No Value

## Pre-requisites, Co-requisites, Anti-requisites and Advisories

### Prerequisite

#### HCRSC132 - Electronic Health Record

HCRS C132: Electronic Health Record is a part of the core courses required in the Administrative Medical Assisting Certificate. Students will need the basic electronic medical records skills acquired in HCRS C132 to be successful in HCRS C134.

### AND

### Prerequisite

#### HCRSC150 - Medical Terminology for Health

HCRS C150: Medical Terminology is a part of the core courses required in the Administrative Medical Assisting Certificate. Students will need the medical terminology learned in HCRS C150 to be successful in HCRS C134.

### AND

### Prerequisite

#### HCRSC130 - Communication in Healthcare

HCRS C130: Healthcare Communication is a part of the core courses required in the Administrative Medical Assisting Certificate. Students will need the communication skills learned in HCRS C130 to be successful in HCRS C134.

### AND

### Prerequisite

#### HCRSC131 - Medical Law and Ethics for Medical Assistants

HCRS C131: Medical Law and Ethics is a part of the core courses required in the Administrative Medical Assisting Certificate. Students will need the ethical and legal information proved in HCRS C131 to be successful in HCRS C134.

## Entrance Skills

Entrance Skills	Description
No value	No value

## Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

## Specifications

### Methods of Instruction

Methods of Instruction	Computational Work
Rationale	No value

Methods of Instruction	Discussion
Rationale	No value

Methods of Instruction	Lecture
Rationale	No value

Methods of Instruction	Problem Solving
Rationale	No value

Methods of Instruction	Written work
Rationale	No value

### Assignments

- A. Required Readings: outline chapter prior to lecture.
- B. Homework Assignments: complete chapter questions.
- C. Five page research paper on an assigned topic such as the methods of establishing professional fees, customer credit, and identify the laws and regulations that affect follow-up and collection procedures.
- D. Practice scenario-based insurance and billing techniques on forms provided

### Methods of Evaluation

### Rationale

Other	Scenario-based insurance forms practice exercises
Tests	Week Quizzes using multiple choice, true-false, or short answer questions. Example of questions: Fees should be based on 1. What the patient can afford 2. An established fee schedule 3. The number of patients in the family 4. The demographics of the community
Final Exam	Mid-Term and Final Exams: Example of questions: When attempting to collect past-due fees you may 1. Call the home at 7:00am to catch the patient before work 2. Call daily until the fee is sent 3. Call the patient's employer 4. Tell the patient's husband or wife the current amount owed.

## Equipment

Computer with internet access

## Textbooks

Author	Title	Publisher	Date	ISBN
Fordney, Marilyn.	Insurance Handbook for the Medical Office 14 ed	Saunders/Elsevier	2017	
Fordney, Marilyn.	Insurance Handbook for the Medical Office Workbook 14 ed	Saunders/Elsevier	2017	9780323316279

## Other Instructional Materials

No Value

## Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Analyze the basics of medical insurance including multipurpose billing, primary coverage, health programs, health maintenance organizations (HMO), and preferred provider organizations (PPO).

Consider the methods of establishing professional fees, customer credit, and identify the laws and regulations that affect follow-up and collection procedures.

Discuss the skills necessary to perform bookkeeping, accounting, and payroll.

Accurately complete all forms of insurance, disability and workers compensation claim forms.

Compare at least 4 issues related to legal issues of insurance billing and medical records.

Explain basic banking procedures including types of banking, credit cards, checks, and petty cash.

## CSLOs

Analyze the basic medical insurance billing processes.

Expected SLO Performance: -

Discuss and demonstrate the skills necessary to perform bookkeeping, accounting, and payroll.

Expected SLO Performance: -

Compare and contrast a minimum of four legal issues related to insurance billing.

Expected SLO Performance: -

Explain basic banking procedures for medical facilities.

Expected SLO Performance: -

## Outline

### Course Outline

#### A. Medical Insurance

1. Medical billing history
  - a. Payment practice in United States
  - b. Revenue cycle
  - c. Diagnostic-related Group (DRG)
  - d. Electronic billing
2. Multipurpose billing
  - a. Combination bill
  - b. Super Bill
3. Primary Coverage
  - a. One policy
  - b. Two policy
4. Health programs
  - a. Group
  - b. Individual
  - c. Government
5. Health Maintenance Organizations (HMO)
  - a. Definition of HMO
  - b. Services
  - c. Contracts
6. Preferred Provider Organizations (PPO)
  - a. Definition of HMO
  - b. Services
  - c. Contracts

#### B. Methods of Establishing Professional Fees and Customer Credit

1. Professional fees
2. Physician fee schedule
3. Payment arrangements
4. Collection methods

#### C. Laws and regulations that affect follow-up and collection procedures

1. Credit laws
  2. Confidentiality
  3. Federal versus State collection laws
- D. Bookkeeping Accounting, and Payroll
1. Bookkeeping systems
    - a. Single-entry
    - b. Double entry
    - c. Forms
  2. Accounting
    - a. Accounts receivable
    - b. Accounts payable
  3. Payroll
    - a. Forms
    - b. State and federal taxes
    - c. Personal deductions
    - d. Health care deductions
- E. Banking Procedures
1. Types of banking accounts
  2. Types of bank checks
  3. Types of credit cards
  4. Petty cash
  5. Safe deposit
  6. Office safe

## Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face  
 Online  
 Hybrid  
 Interactive

**Rigor Statement:** Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

Online- All paper assignments are identical to those in an onsite class, except that they are submitted by learning management system. Weekly class discussions are conducted by means of online discussion forums, such as learning management system. Some instructors also use uploaded quizzes or exams accessible through the learning management system. The instructor is responsible for providing feedback via online discussion forums, video conferencing, or through e-mail. The instructor must provide substantive critiques of all essays and at least general responses to discussion posts. Some instructors use rubrics, stated in the learning management system, to evaluate online discussion work, but these are not required. As with any on-ground class, all instructors are guided by departmental rubrics for the assessment of essays, discussion, or homework assignments.



**Effective Student-Instructor Contact:** Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

chat  
email  
face2face  
phone  
itv  
learning management system  
video conferencing

**Software and Equipment:** What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

**Accessibility:** Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508\_itv  
s508\_learning management system  
s508\_publisher course with learning management system interface

**Class Size:** Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

45