Course Outline of Record Report
10/11/2021

HCRSC144 : Advanced Medical Billing

General Information

Author:	- Annette Hodgins - Wanta, Matthew - Rodriguez, Jessica
Course Code (CB01) :	HCRSC144
Course Title (CB02) :	Advanced Medical Billing
Department:	Allied Health
Proposal Start:	Fall 2018
TOP Code (CB03) :	(1223.10) Health Information Coding
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	03/16/2018
Board of Trustees Approval Date:	06/14/2018
External Review Approval Date:	06/14/2018
Course Description:	This course introduces health insurance, reimbursement, legal issues, and differences in reimbursement methodologies. Topics include the advanced principles of medical billing related to proper claim form preparation, submission and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or similar positions.
Submission Type:	This is a new course being offered as an adjunct to the Administrative Medical Assistant. A new local certificate will prepare students to take the national Certified Professional Biller Exam through the American Academy of Professional Coders (AAPC). The course meets the competency standards for AAPC. The Medical Billing Certificate is pending and will be sent forward when all courses are completed. No value
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	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)
Additional Bachelors or Associates Discipline Preferred:	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
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

Pending

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 Classs
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Activity	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0
Activity	0
Total	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
No Value	No Value	No Value	No Value

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

Prerequisite

HCRSC134 - Medical Insurance and Billing

HCRS C134: Medical Insurance and Billing is a part of a pending billing certificate. The students will need the basic billing processes to critically analyze medical reports on clients' care issues and evaluate approrpiate billing codes for insurance purposes. The skills learned in HCRS C134 encourages students to have the skills necessary for success in HCRS C144.

AND

Advisory

BIOLC121 - Survey of Anatomy & Physiology Lecture

Students are expected to understand and identify anatomy and physiology. In addition, they must critically analyze medical reports on clients' care issues and evaluate approrpiate billing codes for insurance purposes. The biology advisory encourages students to have the skills necessary for success in these assignments.

AND

Advisory

ENGLC070 - Introductory Composition

Students are expected to read and comprehend a college-level text book explaining sophisticated healthcare related data. In addition, they must critically analyze scholarly or professional arguments for discussions. The reading advisory level encourages students to have the skills necessary for success in these assignments.

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	Case Study
Rationale	Case studies provide students with client informationa and medical records to practice coding applications and processes. Example: Mary Jane was in a car accident and was brought to the emergency room for treatment of whiplash, concussion, and a broken femur. Read the emergency room phycsician's history and physical on Mary Jane and find the following billing codes: HCPCS code for emergency services. Discuss your process of finding the appropriate HCPCS codes.

Methods of Instruction	Discussion
Rationale	Discussion questions allow students to discuss terms, methods, or case studies among themselves. Example: Discuss the process for finding the HCPCS service code for outpatient services.

Methods of Instruction	Lecture
Rationale	Instructor may deliver lectures and discussion questions through video conferencing as an effective method of student contact.

Methods of Instruction	Outside reading
Rationale	Student will need to update any changes made in the HCPCS, CPT, or ICD-10 CM Codes based on Centers for Medicare and Medicaid changes.

Methods of Instruction	Peer analysis, critique & feedback
Rationale	Peer Analysis helps students apply critical thinking to home assignments using peer to peer feedback. Example: Students will critique their peers' answers to the discussion question: Discuss the process for finding the HCPCS code for outpatient services.

Assignments

A. Textbook assignments such as outline each chapter.
B. Read textbook and apply knowledge to evaluating the appropriate billing code and forms for the client selected.
C. Homework Assignments: complete chapter questions.
D. Five page research paper on an assigned topic such as Health Insurance Models.
E. Practice scenario-based billing and coding on acute care and outpatient forms.

Methods of Evaluation	Rationale
Final Exam	Final Exam Question Example: 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.
Homework	Chapter Reading and online assignment in a learning management system.
Tests	Chapter Quizzes using multiple choice, true-false, or short answer questions. Question Example: 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
Other	Scenario-based insurance forms practice exercises.

Equipment

Computer with internet access

Textbooks

Author	Title	Publisher	Date	ISBN
AAPC	2018 Medical Coding Training: CPB®	AAPC	2018	
American Medical Association	2018 CPT Professional Edition	American Medical Association	2018	
AAPC	ICD-10-CM Expert 2018 for Providers & Facilities	AAPC	2018	
AAPC	2018 HCPCS Level II Expert Codebook	AAPC	2018	

Other Instructional Materials

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Review an introduction to healthcare from a medical billing perspective.

List a variety of health insurance models and how they affect medical entities.

Understand the legal regulatory considerations involved in health care reimbursement and collections.

Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing, and payment received.

Demonstrate the ability to use the three major coding manuals, CPT®, ICD-10-CM, and HCPCS Level II, and apply medical necessity standards.

Explain the follow up process for account receivable in a physician's office, including the top denials by insurance carrier along with their appeals process.

CSLOs

Demonstrate the ability to use the three major coding manuals.	Expected SLO Performance: -
Apply medical necessity standards to billing and coding procedures.	Expected SLO Performance: -
Analyze the effects of health insurance models have on the different medical entities.	Expected SLO Performance: -
Demonstrate and apply medical insurance and billing processes.	Expected SLO Performance: -

Outline

Course Outline

1. Health Insurance Models
    1. Beveridge Model
    2. Bismarck Model
    3. National Health Insurance Model
    4. Out-of-Pocket Model
2. Patient Registration Process/Data Capture
    1. Patient admitting and registration
    2. Patient Assessment
3. Introduction to ICD-10-CM Coding
    1. Drug
    2. Injury
    3. Disease
    4. Neoplasm
    5. Tabular
4. Introduction to CPT® Coding
    1. Surgery
    2. Facility
    3. Procedures
5. Introduction to Healthcare Common Procedure Coding System (HCPCS):
    1. Level I Coding
    2. Level II Coding
6. Medical Necessity
    1. Claim denials
    2. Reasonable and Necessary diagnosis
7. Claim Forms
    1. CMS-1500
    2. UB-04

8. Billing
    1. Forms
    2. Health record review
    3. The Health Insurance Portability and Accountability Act (HIPAA)
9. Accounts Receivable and Collection Concepts
10. Government Carriers
    1. Medicare
    2. Medicaid
    3. TRICARE/ Veteran's Administration
11. Blue Cross/Blue Shield
12. Commercial Insurance Carriers
    1. Small Business Insurance
    2. Industrial
    3. Large Business Insurance
13. Workers' Compensation
    1. Forms
    2. Certified Care/ Non-certified Care
    3. Follow-up care

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

Hybrid
Face to face
Online
iTV

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 leanring 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)

Learning management system
Discussion Forums
Chat
Video Conferencing
Email
Face to Face

iTV
Telephone

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.

iTV
Learning Management System
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.

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