

Medical Billing

COURSE OUTLINE

CDE Course Title: Health, Science and Medical Technology – Support Services

A-22 #: 4.4255

Approvals: Board of Education ___/___/___

CSDE ___/___/___

Goals and Purpose:

This program was designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms.

Performance Objectives / Students Outcomes:

At the end of the course the student will be able to:

- List and discuss the responsibilities of health insurance specialists.
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
- Describe the authorization process for a patient requesting an appointment.
- List the managed care models.
- Apply the basic steps in coding diagnoses using the ICD-9 coding system.
- Explain the basic format of the CPT-4 system.
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
- State the processing steps that must take place before a completed form can be mailed to the insurance company.
- Complete the following claims accurately:
 - I. Commercial fee-for-service
 - II. Blue Cross / Blue Shield
 - III. Medicare
 - IV. Medicaid
 - V. CHAMPUS / CHAMPVA / TRICARE
 - VI. Worker's Compensation
 - VII. Disability Compensation

Instructional Strategies:

- Lecture
- Overhead transparencies
- Group & independent activities
- Billing software
- Textbook and workbook

Instructional Units / Hours:

Unit	Hours
Medical Terminology	7
HIPAA	7
Role and Responsibilities / Introduction Health Insurance	7
Managed Health Care & Life Cycle of Claims	7
Legal Considerations Diagnostic Coding	7
Procedural and HCPCS Coding	14
HCFA Reimbursement & Coding Practice	14
HCFA 1500	14
Filing Commercial Claims	14
Blue Cross / Blue Shield	14
Medicare / Medicaid	14
TRICARE / Workers' Compensation	7
Total	126

Methods of Evaluation:

- Quizzes
- Class discussion & participation
- Skills demonstration
- Workbook activities
- Midterm exam
- Final exam

Conditions for Repetition: Students may continue in or repeat classes until all objectives of a course are met. When student has completed all objectives he/she should not re-enroll in course.