| **PROFESSOR:** |  |
| --- | --- |
| **OFFICE LOCATION:** |  |
| **OFFICE HOURS:** |  |
| **PHONE NUMBER:** |  |
| **E-MAIL:** |  |
| **SEMESTER:** |  |
| **DELIVERY METHOD:** |  |

# COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

## HIM 2279 Medical Insurance and Billing (3 Credits)

This course will provide instruction in U.S healthcare reimbursement systems, reimbursement methodologies and payment processes. Students will examine the complex financial systems within today’s healthcare environment and gain an understanding of the basics of health insurance, managed care, claims processing, coding compliance, clinical documentation improvement, and revenue cycle management. Students will process claims and reimbursement using practice management software.

## PREREQUISITES FOR THIS COURSE:

HSA 1253 Medical Office Administration with a grade of C or better HIM 2724 Basic ICD-10 Coding with a grade of C or better or permission of the HIT Program Director

### CO-REQUISITES FOR THIS COURSE:

None

## GENERAL COURSE INFORMATION:

Topic Outline

* Health insurance overview
* Managed health care
* Revenue cycle management
* Legal aspects of health insurance and reimbursement
* CMS reimbursement methodologies
* Coding compliance programs
* Clinical documentation improvement
* Coding for medical necessity
* Pro-fee and facility claim forms
* Commercial insurance
* Blue Cross Blue Shield
* Medicare
* Medicaid
* Tricare
* Workers' compensation

## ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A. General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Apply policies and procedures to secure accurate reimbursement for healthcare services.

**B. Other Course Objectives/Standards**

* Identify the background and importance of accurate insurance claims submission, coding and billing.
* Explain how insurance knowledge and medical knowledge can be kept current.
* Define compliance.
* Identify the difference between fraud and abuse.
* List the various fraud and abuse audit programs.
* Discuss the legal principles of insurance and state the four concepts of a valid insurance contract.
* Discuss the intricacies of the insurance policy and define common insurance terms.
* State the types of health insurance coverage.
* Explain the administrative life cycle of a physician-based insurance claim from completion to third-party payer processing and payment.
* Describe various methods of payment by insurance companies and state and federal programs.
* Describe the process to create a fee schedule using relative value studies conversion factors.
* Demonstrate the ability to complete the CMS-1500 claim form accurately for federal, state, and private payer insurance contracts using current basic guidelines in either paper or electronic format.
* Define and discuss electronic data interchange (EDI).
* Identify the components of an explanation or benefits or remittance advice document.
* Post payments to a patient account.
* Perform claims management.
* Explain the cash flow cycle in a medical office.
* Describe the revenue cycle in a hospital.
* Develop insurance collection strategies.
* Discuss the difference between a traditional indemnity insurance plan and a managed care plan.
* Describe types of payment mechanisms used for health insurance plans.
* Describe prospective payment systems.
* Identify the differences between provider and facility billing process and forms.
* Discuss value-based purchasing and evolving payment methodologies.

## DISTRICT-WIDE POLICIES:

### PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <https://www.fsw.edu/adaptiveservices>.

### REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu). Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College’s website at <https://www.fsw.edu/sexualassault>.

## REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

## ATTENDANCE POLICY:

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog and defers to the professor.)

## GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| **Grade Percent** | **Letter Grade** |
| --- | --- |
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

## REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

## RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

## CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

## ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)