Department:

Health Sciences – Medical Coding

Course Description:

This course provides an introduction to multiple health insurances and billing. The course will focus on methods for submitting electronic and paper insurance claim forms, managing billing and reimbursements in healthcare, dealing with multiple coding systems and multiple billing guidelines, and serving as a liaison for medical facilities, insurance companies, and patients.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the concepts of insurance and reimbursement coding and how they evolved in the American Healthcare System.
2. Identify multiple health insurance payers.
3. Apply multiple health insurance guidelines for multiple health insurance payers.
4. Manage billing for healthcare services using codes.
5. Explain and use health insurance key terms, specific terminology, and abbreviations.
6. Distinguish between multiple coding systems such as the International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM); International Classification of Diseases, 10th Revision Clinical Modification (ICD-10-CM); Healthcare Common Procedure Coding System (HCPCS); Current Procedural Terminology (CPT-4); Diagnostic and Statistical Manual of Mental Disorders (DMS); and the International Classification of Diseases for Oncology (ICD-O).
7. Identify and describe multiple compliance issues with coding and payment.
8. Explain the importance of Quality Improvement Organizations (QIOs) and their role in the payment process.
9. Describe the details of an Explanation of Benefit (EOB).
10. Describe the function of an Advanced Beneficiary Notice (ABN).
11. Explain charge masters and describe the maintenance of charge masters.
12. Apply legal and ethical concepts to the billing practice while following the Health Insurance Portability and Accountability Act (HIPPA).
13. Function as a liaison between health insurance companies, medical facilities, and patients.
   a. Make reasonable judgments after gathering, analyzing, and evaluating information.
   b. Obtain data using technological and traditional processes.
   c. Communicate with varying audiences and technologies.
   d. Apply interpersonal skill and knowledge to actual situations.
Course Content:

A. Health insurance in America
B. Reimbursement coding in America
C. Coding systems
   1. International Classification of Diseases, 9th Revision Clinical Modification (ICD-9-CM)
   2. International Classification of Diseases, 10th Revision Clinical Modification (ICD-10-CM)
   3. Healthcare Common Procedure Coding System (HCPCS)
   5. Diagnostic and Statistical Manual of Mental Disorders (DMS)
   6. International Classification of Diseases for Oncology (ICD-O)
D. Insurance key terms, specific terminology, and abbreviations
E. Guidelines for submitting claims to multiple health insurance payers
F. Billing of health insurance claims
G. Explanation of Benefit (EOB)
H. Advanced Beneficiary Notice (ABN)
I. Legal and ethical concepts for billing practice
J. Compliance issues with coding and payment
K. Liaison responsibilities

Learning Assessments:

Course competencies will be assessed by use of discussion questions, graded assignments, comprehensive assignments, research paper, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.