Department:

Medical Coding

Course Description:

This course will cover the mechanics of submitting electronic and paper insurance claim forms. The course will also cover current industry coding for medical office treatments and procedures.

Course Competencies:

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

1. Obtain medical practice reimbursement through insurance claims submission.
2. Explain and apply industry coding concepts and procedures.
3. Define and explain health insurance specific terminology.
4. Evaluate health care records for the purpose of coding.
5. Apply legal and ethical concepts to the practice of medicine while following HIPAA.
6. Apply effective time and resource management skills.
7. Apply reception and administrative skills.
8. Use information technology.
9. Solve problems in a critical, creative, and ethical manner.
10. Apply managed care policies and procedures.
11. Apply insurance guidelines for each patient.
12. Communicate effectively with patients and their families, medical practice staff, and insurance personnel.
13. Serve as a healthcare liaison.

Course Content:

A. Introduction to Computers in the Medical Office
B. HIPAA and the Legal Medical Record
C. Diagnostic Coding
D. Procedural Coding
E. Health Care Claim Preparation
   1. Blue Cross Blue Shield
   2. Medicare
   3. Medicaid
   4. TRICARE and CHAMPVA
   5. Workers’ Compensation and Disability
F. Medisoft Advanced Training
   1. Introduction to Medisoft
   2. Entering Patient Information
   3. Entering Insurance, Account, and Condition Information
4. Entering Charge Transactions and Patient Payments
5. Creating Claims
6. Posting Insurance Payments and Creating Statements
7. Printing Reports
8. Collections in the Medical Office
9. Scheduling

**Learning Assessments:**

Competencies will be assessed by assignments, quizzes, chapter tests, attendance and participation, and a final exam.

**Instructional Materials:**

To be determined by the instructor.

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**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.