

Montgomery County Community College
HCP 225
Health Insurance and Professional Billing
3-3-0

COURSE DESCRIPTION:

This course is designed to introduce the student to the health insurance industry and the accurate processing of health insurance claims. The course will explore the basic concepts of health insurance and related federal healthcare legislation, and examine several health insurance models. Students will develop a basic knowledge of national diagnosis and procedural coding and learn the process of completing insurance claims.

REQUISTES:

Previous Course Requirements

None

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Discuss the basic concepts of health insurance and related federal healthcare legislation.	Lecture/Discussion Assigned Readings Class Assignments Examinations	Quizzes and Exams Assignments Discussion Questions
2. Compare and contrast six Managed Care insurance models.	Lecture Group Discussion/ Participation Class Assignments Homework Internet Searches Examinations	Quizzes and Exams Assignments Discussion Questions Project
3. Process an insurance claim.	Lecture Group Discussion/ Participation Class Assignments Homework Lab Assignments Software-Based Instruction	Completion of an Insurance Claim Assignment

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
4. Summarize federal legislation and regulations affecting health care.	Lecture Group Discussion/ Participation Class Assignments Homework Internet Searches Examinations	Quizzes and Exams Assignments Presentation
5. Identify and properly use diagnosis and procedural coding.	Lecture Group Discussion/ Participation Class Assignments Homework Lab Assignments Software-Based Instruction	Completion of an Insurance Claim Project
6. Compare and contrast the major insurance providers.	Lecture Group Discussion/ Participation Class Assignments Homework Internet Searches Examinations	Quizzes and Exams Assignments Discussion Questions Project

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Introduction to the Medical Billing Cycle
2. HIPAA, HITECH, and Medical Records
3. Patient Encounters and Billing Information
4. Diagnostic Coding: Introduction to ICD-9-CM and ICD-10-CM
5. Procedural Coding: Introduction to CPT
6. Procedural Coding: Introduction to HCPCS
7. Visit Charges and Compliant Billing
8. Health Care Claim Preparation and Transmission
9. Private Payers/Blue Cross and Blue Shield
10. Medicare
11. Medicaid
12. TRICARE and CHAMPVA
13. Workers' Compensation and Disability
14. Payments, Appeals and Secondary Claims
15. Patient Billing and Collections

LEARNING MATERIALS:

Sanderson, Susan. (2013). *Computers in the Medical Office* (8th ed.). New York, NY: McGraw Hill.

Valerius, Jo Ann. (2014). *Medical Insurance: An Integrated Claims Approach* (6th ed.). New York: NY: Career Education.

Valerius, Jo Ann. (2014). *Workbook to Accompany Medical Insurance: An Integrated Claims Approach* (6th ed.). New York, NY: Career Education.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Alice Miller Date: 3/2005

Revised by: Kathleen Schreiner Date: 1/2011

Interim VPAA/Provost Compliance Verification:
Victoria L. Bastecki-Perez, Ed.D. Date: 4/20/2011

Revised by: Kathleen Schreiner Date: 7/2012

VPAA/Provost or designee Compliance Verification:
Victoria L. Bastecki-Perez, Ed.D. Date: 7/16/2012

Revised by: Kathleen Schreiner Date: 11/21/13

VPAA/Provost or designee Compliance Verification:
Victoria L. Bastecki-Perez, Ed.D. Date: 12/5/2013

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.