



COURSE OUTLINE

OST105
 Course Number

Medical Insurance, Coding, and Billing

Course Title

3
 Credits

2 Lecture 2 Laboratory/15 weeks
 Hours: lecture/laboratory/other (specify)

Catalog description:

Provides an overview of the many types of insurance coverage available today, including managed care plans, Blue Cross/Blue Shield, Medicaid, Medicare, and workers' compensation. Also focuses on the claim cycle and includes extensive coverage of diagnostic and procedures coding. Spring/offering

Prerequisites: OST102, HPE113 or equivalent medical terminology background.

Corequisites: none

Required texts/other materials:

Step-by-Step Medical Coding Book and Workbook

Author: Carol J. Buck
 Edition: 2007

Computers in the Medical Office

(Using Medisoft for Windows)
 Author: Sanderson, Susan M.
 Edition: Fifth

In Class: ***Medisoft Computer Application Software (11th edition)***

Last revised: Spring, January, 2008

Course coordinator: Colleen Courtney

Course goals:***The student will be able to:***

1. Identify and understand the uses of the CPT manual.
2. Identify and explain the three factors of E/M coding.
3. Define, explain, and understand types of anesthesia.
4. Understand and locate notes in the Surgery section format.
5. Define, identify, and analyze the different systems of the Human Body.
6. Demonstrate the ability to use codes relating to the various diseases of the Human Body for Insurance Billing.
7. Analyze the elements of component coding in reporting radiology services.
8. Demonstrate and list the uses of the ICD-9-CM.

Course-specific General Education goals and objectives.***The student will be able to:***

- Read, write, and listen actively, critically, and reflectively.
- Ask informed questions and make informed judgments.
- Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation.
- Use critical thinking and problem solving skills in analyzing information gathered through the textbook, previous courses, and class discussions.
- Students will utilize strategies for effective cross-cultural communication

Units of study in detail.**Unit I **Current Procedural Terminology*******The student will be able to...***

- Identify and use the current-year CPT manual
- Explain the factors and levels of E/M service
- Identify CMS Documentation Guidelines

Unit II **International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM)*****The student will be able to...***

- Identify the codes associated with the classification of various diseases.
- Demonstrate use of ICD-9-CM.
- Define the steps to diagnosis coding.

Unit III **An Overview of Reimbursement*****The student will be able to...***

- Distinguish between Medicare Part A and Part B.

- Define a “participating provider.”
- Understand the process in completing and submitting claim forms.

Evaluation of student learning:

20% Completion of workbook/lab assignments
 20% Participation
 60% Tests

Academic Integrity Statement:

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (*See Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Classroom Conduct Statement:

It is the student’s responsibility to attend all classes. As stated in the catalog, Mercer has no class cut policy. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.