

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	Coding & Insurance
<b>Course Prefix, Num. and Title</b>	HITT 1313 Coding & Insurance
<b>Division</b>	Allied Health
<b>Department</b>	Health Information Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.
<b>Pre-Requisites</b>	None
<b>Co-Requisites</b>	None

### Semester Credit Hours

<b>Total Semester Credit Hours (SCH): Lecture Hours:</b>	3:3:1
<b>Lab/Other Hours</b>	
<b>Equated Pay Hours</b>	3.5
<b>Lab/Other Hours Breakdown: Lab Hours</b>	1
<b>Lab/Other Hours Breakdown: Clinical Hours</b>	Enter Clinical Hours Here.
<b>Lab/Other Hours Breakdown: Practicum Hours</b>	Enter Practicum Hours Here.
<b>Other Hours Breakdown</b>	1

### Approval Signatures

Title	Signature	Date
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>VPI:</b>		

## **Additional Course Information**

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

The following topics will be covered in this course:

1. Introduction to Health Insurance
2. Managed Health Care
3. Processing an Insurance Claim
4. Legal and Regulatory Issues
5. ICD-10 Coding
6. CPT Coding
7. HCPCS Level II Coding
8. CMS Reimbursement Methodologies
9. Coding for Medical Necessity
10. Essential CMS-1500 Claim Instructions
11. Commercial Insurance
12. Blue Cross Blue Shield
13. Medicare
14. Medicaid
15. TRICARE

### **Course Learning Outcomes:**

**Learning Outcomes – Upon successful completion of this course, students will:**

Apply ICD and CPT rules and guidelines to complete claims forms for submission

**Methods of Assessment:**

Written exams, assignments to identify CMS-1500 claims completion errors

### **Required text(s), optional text(s) and/or materials to be supplied by the student:**

Green, Michelle. Understanding Health Insurance: A Guide to Billing & Reimbursement. Current edition. Clifton Park: Delmar Cengage Learning.

Access to a computer with an external webcam and microphone, a reliable internet connection, and access to the WCJC learning management system.

### **Suggested Course Maximum:**

20

### **List any specific or physical requirements beyond a typical classroom required to teach the course.**

Access to appropriate technology for [www.courses](http://www.courses).

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Grading format

93—100%	A
85—92%	B
78—84%	C
70—77%	D
69—0%	F

Final evaluation will be based on grades achieved during the semester and the final exam.

Daily Grade Average 30%

Test Average 50%

Final Exam 20%

**Curriculum Checklist:**

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course** – Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** – If needed, revise the Program SCANS Matrix and Competencies Checklist