

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Medical Coding & Billing

Course #: MED* 115

Course Description: 2 credits

An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS and ICD-9 coding systems, billing and collections. Government programs, federal regulations and the impact of HIPAA regulations will be explored as they relate to coding and collections. Manual CMS 1500 forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software.

Pre-requisite/Co-requisite: Prerequisite: MED* 125, MED* 113

Goals:

1. To develop the administrative competencies necessary to be a knowledgeable Medical Assistant.
2. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to insurance in the healthcare environment.
3. To recognize different types of insurance plans and the policies and regulations unique to each.
4. To successfully process CMS 1500 forms and complete electronic billing cycle using current medical billing software.
5. To apply basic computer applications and electronic data management to the management of practice information, billing and collection.
6. To develop verbal and nonverbal communication skills and promote a positive image as a Medical Assistant.

Outcomes: With the successful completion of this course, the student will be able to:

ENTRY LEVEL COMPETENCIES FOR MEDICAL ASSISTANT

Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs*

This course includes the following competencies:

1. Use insurance and billing terminology appropriately.
2. Use Explanation of Benefits Statements to accurately post payments, correct errors and resubmit claims.
3. Code both procedures and diagnoses using the most current guidelines. VIII.C.1, VIII.P.1, VIII.P.2, VIII.C.3, VIII.C.4
4. Discuss legal and ethical considerations with emphasis on confidentiality, fraud, the impact of HIPAA and other government regulations on collections.
5. Maintain both manual and electronic billing systems. VI.P.3
6. Discuss the major types of insurance plans and how the various structures affect the payments that patients owe for medical services.
7. Perform accounts receivable procedures VI.P.2
8. Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients VI.A.1
9. Differentiate between accounts payable and accounts receivable VI.C. 6
10. Compare manual and computerized bookkeeping systems used in ambulatory care VI.C.7
11. Describe common periodic financial reports VI.C.8
12. Explain both Billing and payment options VI.C.9

13. Identify procedures for preparing patient accounts VI.C.10
14. Discuss procedures for collecting outstanding accounts VI.C. 11
15. Describe the impact of both the fair debt collection act and the federal truth in lending act as they apply to collections VI.C.12
16. Discuss types of adjustments that may be made to a patients account VI.C. 13
17. Work with physician to achieve the maximum reimbursement VIII.A.1
18. Define upcoding and why it should be avoided VIII.C.2

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

| | | |
|-------------------------------|--------------|------------------------------|
| Ruth Gonzalez, Ph.D. | 860-738-6315 | Green Woods Hall Room 207 |
| Susan Berg | 860-738-6342 | Green Woods Hall Room 223 |
| Kathleen Chapman | 860-738-6344 | Green Woods Hall Room 110 |
| Michael Emanuel | 860-738-6389 | Founders Hall Annex Room 308 |
| Seth Kershner | 860-738-6481 | Library |
| Jane O'Grady | 860-738-6393 | Founders Hall Annex Room 212 |
| Robin Orloski | 860-738-6416 | Business Office Room 201 |
| Patricia Bouffard, Ex-Officio | 860-738-6319 | Founders Hall Room 103 |
| Savannah Schmitt | | Student Representative |

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.