

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Summer 2019

Course: HSM200 Billing and Reimbursement

Credit: 4 Quarter Hours

Method of Delivery: eLearning (E)

Course Description: This course exposes the student to government regulations and procedures for claims filed with Medicare, Medicaid, commercial and private health insurance; managed care systems, Worker's Compensation, and disability benefit programs. The student also learns fee schedule usage, claim-filing processes, tracing delinquent claims, computer/electronic filing, and completion of paper claims as well as diagnostic and procedural coding.

Prerequisite: AH110 and AH120 or equivalent.

Text(s) & Manual(s): Health Insurance Today: A Practical Approach, 5th ed.

ISBN: 97800323188173

Author(s): Beik

Publisher: Elsevier

Materials needed for this course:

Additional Supplies: None

Hardware/Software and Equipment: None

Topics:

1. Reimbursement
2. Reimbursement crisis
3. Sources for additional information on reimbursement
4. Diagnostic and Procedural Coding
5. Law and ethical practices

Learning Objectives: Upon completion of this course, the student will be able to:

1. Demonstrate ethical values, sensitivity, and professionalism in handling patient accounts.
2. Compare and contrast the basics of ICD and CPT coding.
3. Identify the information that must be in chart to meet coding requirements for best reimbursement.
4. Explain the laws related to HIPAA, consent to release information, records management, and communication.
5. Recognize the difference between group, individual, fee-for-service and managed care plans.
6. Identify the information that is needed to insure quick reimbursement.

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7. Explain various costs that a patient may be responsible for paying using as explanation of benefits.
8. Explain the laws related to insurance billing, Medicare, Medicaid, and Workman's Compensation.

Midstate Grading scale:

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| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| 0 - 59 | F |

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of

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Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Cindy Heskett, RHIT, CCS, MOA
Midstate email: csheskett@midstate.edu

Room/phone: 236/309-692-4092
Office Hour(s): Tuesday and Thursday
4:30-5:45pm (Central Standard Time)
and by appointment

Policies and Procedures:

1. Student must complete all work required by instructor.
2. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material

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following the seven day grace period. Late work will NOT be accepted without prior approval from the instructor. This includes homework and quizzes. Discussion forums, assignment drop boxes, and quizzes will not be available after 7:59 a.m. Monday at the end of each week.

3. Academic dishonesty is never tolerated and will be referred to the Dean.

Participation Requirements:

1. Students are required to make at least two meaningful posts each week, plus the weekly summary. Attendance is expected, not suggested. Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.
2. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Examination Information: During this course, the student will be expected to complete three exams and a project. Exams will consist of multiple choice, fill in the blank, lists, essay and true/false questions.

Methods of evaluating student performance: There will be weekly quizzes, discussion articles, four competencies and two tests. The competencies will consist of completing forms for case studies.

Grading Specifications:

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| Discussion | 110 pts. |
| Project | 100 pts. |
| Quizzes | 260 pts. |
| <u>Exams</u> | <u>200 pts.</u> |
| | 670 total pts. |

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Course Outline

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| Week 1 | Lecture: | Chapters 1 and 2. |
| | Topics: | The Origins of Health Insurance Tools of the Trade |
| | Objectives: | Identify the basic types of health insurance and insurance terms. Compare two methods of submitting insurance claims. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quizzes: | Complete the quizzes for Chapter 1 and Chapter 2. |
| | Homework: | Read Chapters 1 and 2. Review PowerPoint lecture. |
| Week 2 | Lecture: | Chapter 3 and 4 |
| | Topic: | The legal and ethical side of medical insurance Types and sources of health insurance |
| | Objective: | Analyze cause and effect of fraud and abuse in healthcare. Describe the two basic types of health insurance plans and how each function. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the quizzes for Chapter 3 and Chapter 4. |
| | Homework: | Read Chapter 3 and 4 and review PowerPoint lecture. Start work on Research Paper. |
| Week 3 | Lecture: | Chapter 5 and 6 |
| | Topic: | Claim submission methods Traditional fee-for-service/private plans |
| | Objective: | Outline the electronic billing process and identify essential elements for claim submission |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the quizzes for Chapter 5 and Chapter 6. |
| | Homework: | Read Chapters 5 and 6. Review PowerPoint lecture for this week. Continue work on Research Paper. |
| Week 4 | Lecture: | Chapter 7 |

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Topic: Unraveling the mysteries of managed care
Objective: Evaluate the advantages and disadvantages of managed care.
Explain the function of preauthorization, precertification and referral.
Discussion: Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week.
Quiz: Complete the Chapter 7 quiz.
Homework: Read Chapter 7 and review PowerPoint lecture for this week.
Continue work on Research Paper.
Study for Unit 2 Exam.

Week 5
Lecture: Chapter 8
Topic: Understanding Medicaid
Objective: Discuss the circumstances that impact Medicaid payments to providers.
Discussion: Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week.
Quiz: Complete the Chapter 8 quiz.
Homework: Read Chapter 8 and review PowerPoint lecture for this week.
Continue work on Research Paper.

Week 6 Midterm Exam

Week 7
Lecture: Chapter 9
Topic: Medicare
Objective: Identify methods of detecting and reporting Medicare billing fraud.
Discussion: Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week.
Quiz: Complete the Chapter 9 quiz.
Homework: Read Chapter 9 and review PowerPoint lecture for the week.
Continue to work on Research Paper.

Week 8
Lecture: Chapter 10 and Chapter 11
Topic: Military carriers

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| | Objective: | Miscellaneous carriers Discuss the role of the military health programs. Discuss Workers' Compensation eligibility requirements and exemptions. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the Chapter 10 and Chapter 11 quiz. |
| | Homework: | Read Chapters 10 and 11. Review PowerPoint for the week. Continue work on Research Paper. |
| Week 9 | Lecture: | Chapter 12 (Part 2 only) and Chapter 13 |
| | Topic: | ICD-10 CPT and HCPCS coding |
| | Objective: | Summarize the structure and format of the ICD-10 coding manual. Discuss the purpose and development of the CPT-4 manual. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the Chapter 12 and Chapter 13 quiz |
| | Homework: | Read Chapter 12 Part 2 and Chapter 13. Review PowerPoint lecture for the week. Research Paper DUE NEXT WEEK. |
| Week 10 | Lecture: | Chapter 14 and Chapter 15 |
| | Topic: | The patient Keys to successful claims management |
| | Objective: | Outline appropriate patient billing policies and practices. Identify six keys to successful claims. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the Chapter 14 and Chapter 15 quiz. |
| | Project: | Research Paper Due |
| | Homework: | Read Chapter 14 and 15. Review PowerPoint lecture for the week. |

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| Week 11 | Lecture: | Chapter 16 and Chapter 17 |
| | Topic: | The role of computers in health insurance Reimbursement procedures |
| | Objective: | Describe the essential elements of electronic data interchange (EDI). Discuss the reasons reimbursement systems are important to health insurance professionals. |
| | Discussion: | Participate in this week's discussion. Your initial post will be worth 5 points, and you will receive an additional 5 points for responding to another classmate's posts. You can earn a total of 10 points for discussion this week. |
| | Quiz: | Complete the Chapter 16 and Chapter 17 quiz |
| | Homework: | Read Chapter 16 and Chapter 17. Review PowerPoint lecture for the week. Study for Final Exam. |
| Week 12 | Final Exam | |