Course Title: Medical Insurance  
Course Number: MDCA 1443  
Course Section: 5001  
Credit Hours: 4 lectures  
Class Meeting Time: Fridays 9:00 am- 12:50 pm  
Instructor: Nehal Rangnekar, MS, CPC  
Email: nrangnekar@dccc.edu  

Prerequisites: MDCA 1313, MDCA 1409  

Course Description: Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings.  

WECM End-of-Course Outcomes: Code procedures and bill for services using both electronic and manual methods; compare and contrast insurance plans; and define common terms used to file third party reimbursement forms.  

WECM Courses/Scans Competencies:  
- Resources- Allocate time, materials and staff  
- Interpersonal Skills- Work cooperatively on teams, teach others, serve clients/customers, exercise leadership, negotiate cooperation among individuals or groups and work well with people from culturally diverse backgrounds  
- Information- Acquire and evaluate data, organize, maintain files, interpret and communicate information and use computers to process information  
- Systems- understand social, organizational and technological systems, monitor and correct performance and improve/design systems  
- Technology- Select equipment and supplies apply technology to specific tasks and maintain and troubleshoot equipment  
- Basic skills- Use basic reading, writing, arithmetic, speaking and listening skills appropriately  
- Thinking Skills- Demonstrate the ability to learn, to reason, to think creatively, to make decisions, to solve problems, to visualize concepts, to know how to learn and uses logic in the reasoning process  
- Personal Qualities- Demonstrate individual responsibility, self-esteem, self-management, sociability and integrity/honesty  

http://www.elcentrocollege.edu/admissions/schedule/syllabus/SCANS-Index.pdf  

Student Learning Outcomes:  
The following lists of goals are directly related to the performance objectives:
Describe the responsibilities and variety of career possibilities open to those trained as insurance billing specialists.

Understand legal and ethical considerations with emphasis on confidentiality and fraud as related to insurance.

Understand the meaning of health insurance and distinguish between the major classes of health insurance contracts.

Demonstrate understanding of claim instructions by completing various insurance forms and being familiar with the process.

Demonstrate the ability to use the three major coding manuals: ICD-9-CM, CPT and HCPCS.

Understand and identify the differences between Blue Cross and Blue Shield, Medicare, Medicaid, Workers' compensation, and private insurance plans.

Explain the process of a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received.

Explain the follow up process for accounts receivable in a physician’s office, including the top denials by insurance carrier along with their appeals process.

**Required Materials:**
- Flash Drive

A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Major Course Requirements:**
- *Students must be in attendance 90% of class-time so as to certify this course.*
- **Class Activities:** Attending class regularly and participating in class activities with class members and instructor. Activities will include case studies, online software exercises, Medisoft exercises, Internet research, discussions, worksheet completion, and quizzes.
- **Chapter Assignments:** The Workbook exercises for each chapter will be assigned and are to be completed and submitted. Assignments submitted after due date will be considered late and may have up to 5 points deducted for each assignment submitted beyond the due date.
- **Discussion Board:** Students will complete 5 discussion topics in this course, and are required to research each topic for questions posted by your instructor and information required in the discussion thread, give the citation for the referenced material, and respond to another student’s post in an educational manner. Participation in online classroom discussions is mandatory, recorded, and counted towards your regular attendance and final grade for this course.
• **Quizzes**: There will be a quiz over each chapter in the textbook to help ensure you stay up with assigned material.

• **Unit Exams**: There will be 5 Unit Exams scheduled after completion of every 3-4 chapters during the course.

**Method of Evaluation:**

<table>
<thead>
<tr>
<th>Class Activities/Attendance</th>
<th>100 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Chapter Assignments @10 pts each</td>
<td>160 pts</td>
</tr>
<tr>
<td>5 Discussion Topics @10 pts each</td>
<td>50 pts</td>
</tr>
<tr>
<td>5 Unit Exams @50 pts each</td>
<td>250 pts</td>
</tr>
<tr>
<td>16 Quizzes @20 pts each</td>
<td>320 pts</td>
</tr>
<tr>
<td>Professional Points</td>
<td>20 pts</td>
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</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>810 - 900 pts = A</td>
<td>90-100% = A</td>
</tr>
<tr>
<td>720 - 809 pts = B</td>
<td>80-89% = B</td>
</tr>
<tr>
<td>630 - 719 pts = C</td>
<td>70-79% = C</td>
</tr>
<tr>
<td>540 - 629 pts = D (No Certification)</td>
<td>60-69% = D (No Certification)</td>
</tr>
<tr>
<td>&lt; 540 pts = F (No Certification)</td>
<td>&lt; 60% = F (No Certification)</td>
</tr>
</tbody>
</table>

**Course Outline:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Assignment</th>
<th>eCampus Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Introductions/Syllabus/eCampus Course Orientation</strong></td>
<td><strong>Syllabus Quiz</strong></td>
</tr>
</tbody>
</table>
| 2    | Chapter 1: Introduction to the Medical Billing Cycle  
Chapter 2: HIPAA, HITECH, and Medical Records | **Quiz #1: Chapter 1**  
**Quiz #2: Chapter 2** |
| 3    | Chapter 3: Patient Encounters and Billing Information | **Quiz #3: Chapter 3**  
**Participate in Discussion Topic #1** |
<p>| 4    | Chapter 4: Diagnostic Coding: Introduction to ICD-9-CM | <strong>Quiz #4: Chapter 4</strong> |
| 5    | Chapter 5: Procedural Coding: Introduction to CPT | <strong>Unit Exam 1: Chapters 1-3</strong> |</p>
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Content</th>
<th>Quizzes</th>
</tr>
</thead>
</table>
| 6       | **Chapter 6:** Procedural Coding: Introduction to HCPCS | **Quiz #5:** Chapter 5  
**Quiz #6:** Chapter 6 |
| 7       | **Chapter 7:** Visit Charges and Compliant Billing  
**Chapter 8:** Health Care Claim Preparation and Transmission  
*Participate in Discussion Topic #2* | **Unit Exam 2:**  
Chapters 4-6 |
| 8       | **Chapter 14:** Payments (RAs/EOBs), Appeals, and Secondary Claims  
**Chapter 15:** Patient Billing and Collections | **Quiz #7:** Chapter 7  
**Quiz #8:** Chapter 8 |
| 9       | **Chapter 9:** Private Payers/Blue Cross and Blue Shield  
*Participate in Discussion Topic #3* | **Quiz #14:** Chapter 14  
**Quiz #15:** Chapter 15 |
| 10      | **Chapter 10:** Medicare | **Quiz #9:** Chapter 9  
**Quiz #10:** Chapter 10 |
| 11      | **Unit Exam 4:** Chapters 9-10 | **Unit Exam 3:**  
Chapters 7, 8, 14, 15 |
| 12      | **Chapter 11:** Medicaid  
*Participate in Discussion Topic #4* | **Quiz #11:** Chapter 11 |
| 13      | **Chapter 12:** TRICARE and CHAMPVA  
**Chapter 13:** Workers’ Compensation and Disability | **Quiz #12:** Chapter 12  
**Quiz #13:** Chapter 13 |
| 14      | **Chapter 18:** Hospital Billing and Reimbursement  
*Participate in Discussion Topic #5* | **Quiz #18:** Chapter 16 |
| 15      | **Unit Exam 5:** Chapters 11-13 | |

**Disclaimer:**

*The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.*

1. General institutional policies  
2. Course-related institutional policies