El Centro College  
MDCA 1443 Medical Insurance  
Prerequisites: MDCA 1313, MDCA 1409  
Fall Semester

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

**Credit Hours:** 4 lectures

**WECM Courses/Scans Competencies:**
1. Resources- Allocate time, materials and staff  
2. 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  
3. Information- Acquire and evaluate data, organize, maintain files, interpret and communicate information and use computers to process information  
4. Systems- understand social, organizational and technological systems, monitor and correct performance and improve/design systems  
5. Technology- Select equipment and supplies apply technology to specific tasks and maintain and troubleshoot equipment  
6. Basic skills- Use basic reading, writing, arithmetic, speaking and listening skills appropriately  
7. 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  
8. Personal Qualities- Demonstrate individual responsibility, self-esteem, self-management, sociability and integrity/honesty

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

**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.

**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.

Course Materials:
Marilyn T. Fordney
Flash drive – to download files

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.**
- **Tardiness:**
  A student is tardy when he/she enters a class and/or laboratory after the scheduled start time. A tardy will turn into an absence if a student is more than 15 minutes late for a class and/or laboratory, which is less than 2 hours in length. A tardy will turn into an absence if a student is more than 30 minutes late for class and/or laboratory, which is 2 hours or more in length. It is the student’s responsibility to make sure the instructor marks the student present within these guidelines, when he/she is tardy; the rolls are checked at the beginning of class and/or laboratory sessions.
- **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, claims completion and quizzes.
- **Chapter Assignments:** Review Exercises at the end of each chapter in the textbook are to be completed for homework. Due dates are on the Course Outline.
- **Workbook Assignments:** Review Exercises for each chapter and complete for homework. Due dates are on the Course Outline.
- **Coding/Claims Completion/Insurance Computations:** Students will be assigned coding and completing claims forms from the Applying Your Knowledge at the end of each chapter addition to mathematical insurance computations either as classwork or homework.
- **Quizzes:** There will be a quiz over each chapter in the textbook to help ensure you stay up with assigned material. Please see the Course Outline.
- **Final Exam:** A Final Exam will be given as listed in the Course Calendar. Please see the Course Outline.
• **Tutorial Sessions:** I will be glad to provide tutorial sessions to assist students in understanding these concepts. Please let me know if you need assistance. Tutorial sessions would be held after class. Additional phone sessions would be available if schedule ahead of time.

**Classroom Administration:**

- All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or workplace environment. To avoid distractions in the classroom: Interrupting the instructor while she/he is speaking is considered unprofessional behavior especially if done loudly. Interrupting anyone is considered rude and it will not be tolerated.
- Students are to arrive on time and stay until class is dismissed.
- Side conversations and interruptions will not be tolerated.
- A break will be taken at the instructor’s discretion. Students will be expected to use this time for restroom use, phone calls, snack time and other personal time and not otherwise leave the room.
- Food, drink, candy, and gum are not allowed in the classroom.
- **Cell phone or pagers are to be turned off while in the classroom.** Students not conforming to this policy will receive a warning on the 1<sup>st</sup> occurrence and the loss of one (1) Professional Point. At the 2<sup>nd</sup> occurrence, the student will be asked to leave the class for the remainder of the class period and will lose 5 Professional Points.
- Only students who are enrolled may attend class.
- If you have any questions, I welcome you to contact the Program Director by voice message, text, and e-mail or visit her office.
- Interrupting the instructor while she/he is speaking is considered unprofessional behavior especially if done loudly. Interrupting anyone is considered rude and it will not be tolerated.

**Grading:**

- **A = 90 – 100**
- **B = 80 – 89**
- **C = 70 – 79**
- **D = 60 – 69**
- **F = Less than 60**

Student must acquire a “C” to pass this course.

**Course Grade Components:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>= 30 percent</td>
</tr>
<tr>
<td>Chapter Test</td>
<td>= 10 percent</td>
</tr>
<tr>
<td>Tests (3)</td>
<td>= 20 percent</td>
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<tr>
<td>Final Exam</td>
<td>= 40 percent</td>
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<tr>
<td></td>
<td>100 percent</td>
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</tbody>
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Assignments received on Friday will be graded by the following Friday.
Mandatory ID Badge Implementation Policy

All students and full and part-time employees are required to display the official ECC picture ID on the upper part of the body where it can be clearly seen. However, persons without badges on one of these floors will be asked to identify their purpose for being on campus and/or produce college ID.
For the Paramount Building: ID badges are requires for all persons above the first floor. **After the 12th day, students without an ID Badge will not be permitted in class- NO EXCEPTIONS**

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.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

**Institutional Policies:**

www.elcentrocollege.edu/syllabipolicies