# 12/9/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 13 January 2022

Term and Year of Implementation: Fall 2022

**Course Title:** Medical Insurance and Billing

**BRCC Course Rubric:** MAST 1224

**Previous Course Rubric**:

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-6-4

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-90-135

**Louisiana Common Course Number:**

**CIP Code:** 51.0714

**Course Description:** Covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD-10-CM), Healthcare Common Procedure Coding System (HCPCS), and Current Procedural Terminology (CPT). Course includes simulations of medical billing and insurance processing; students may participate in actual billing and insurance processes at selected health insurance providers.

**Prerequisites:** MAST 1171, MAST 1162, MAST 1142, MAST 1102, CSCI 1013, MAST 1113

**Co-requisites:** MAST 1123, MAST 1214, and approval of the Dean for Nursing and Allied Health

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Retrieve information from medical documents to accurately code and bill insurance companies for prompt reimbursement for health care services.

2. Describe the insurance and billing processes.

3. Demonstrate proficiency in processing health insurance claim forms for various insurance companies as well as Medicare, Medicaid, and TRICARE.

4. Create an error-free Centers for Medicare and Medicaid claim form (CMS 1500 form) for electronic submission.

5.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Homework assignments, quizzes, exams

2. Participation in weekly discussions

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Working with Medical Insurance and Billing

A. Introduction to the Medical Billing Cycle

B. Electronic Health Records, Health Information Portability and Accountability Act (HIPAA), and Health Information Technology for Economic and Clinical Health (HITECH) Act: Sharing and Protecting Patients' Health Information

C. Patient Encounters and Billing Information

II. Claim Coding

A. Diagnostic Coding: Review of the International Classification of Disease, 10th Revision, Clinical Modification (ICD-10-CM) Coding

B. Procedural Coding: Review of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS)

C. Visit Charges and Compliant Billing

III. Claims

A. Health Care Claim Preparation and Transmission

B. Private Payers/BlueCross BlueShield

C. Medicare

D. Medicaid

E. TRICARE and the Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA)

F. Workers' Compensation and Disability/Automotive Insurance

IV. Claim Follow-up and Payment Processing

A. Payments (Remittance Advice or RAs), Appeals, and Secondary Claims

B. Patient Billing and Collections

C. Primary Case Studies

D. RA/Secondary Case Studies

V. Hospital Services

A. Hospital Billing and Reimbursement