



**COURSE OUTLINE : MOA 183**  
**D Credit – Degree Applicable**  
**COURSE ID 005236**  
**Cyclical Review: November 2021**

**COURSE DISCIPLINE :** MOA  
**COURSE NUMBER :** 183  
**COURSE TITLE (FULL) :** Introduction to Health Insurance & Reimbursement  
**COURSE TITLE (SHORT) :** Intro to Bill, Code, & Insurance  
**ACADEMIC SENATE DISCIPLINE:** Office Technology

**CATALOG DESCRIPTION**

MOA 183 is designed to familiarize students with the tools necessary to understand the process of medical billing, coding, insurance and reimbursement in a medical setting. The course explores various health insurance companies, policies and regulations and also the relationship between single payer, Medicare and medical insurance providers as well as other private health insurance providers. This course includes various coding standards as well as medical claims submission process to support the physician with appropriate reimbursement for their services.

Total Lecture Units:4.00

Total Laboratory Units: 0.00

**Total Course Units: 4.00**

Total Lecture Hours:72.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 72.00**

**Total Out-of-Class Hours: 144.00**

Prerequisite: None.

**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1				N/A	Yes



**EXIT STANDARDS**

- 1 complete insurance reimbursement forms for patients
- 2 describe legal, ethical, and fraud issues related to medical insurance and reimbursement
- 3 discuss comprehensive patient medical benefits in the application of insurance reimbursements
- 4 identify various types of health care: Preferred Provider Organization (PPO), Health Maintenance Organization (HMO), and Indemnity plans.

**STUDENT LEARNING OUTCOMES**

- 1 differentiate between basic comprehensive and major medical benefits for large medical insurance companies;
- 2 Describe coordination of benefits as it relates to Preferred Provider Organization, Health Management Organization, and Worker’s Compensation, and Medicare and Medical
- 3 complete billing and coding forms for patients.

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	<b>Description</b>	<b>Lecture</b>	<b>Lab</b>	<b>Total Hours</b>
1	Introduction to Medical Billing and Coding Careers <ul style="list-style-type: none"> <li>• Opportunities in the medical field</li> <li>• Professional qualifications</li> <li>• Medical ethics and conduct</li> <li>• Opportunities for advancement</li> <li>• Discuss local and national certification</li> </ul>	12	0	12
2	Introduction to Health Insurance and Reimbursement <ul style="list-style-type: none"> <li>• Overview of health insurance and relevant terminology</li> <li>• Understand the history and impact of managed care</li> <li>• Identify types of insurance plans</li> <li>• Discuss reimbursement methodologies</li> <li>• Understand medical claims and billing</li> </ul>	12	0	12
3	Introduction to various types of Medical claims and Billing <ul style="list-style-type: none"> <li>• Physician medical billing</li> <li>• Hospital medical billing</li> <li>• Medicare medical billing</li> <li>• Medicaid medical billing</li> <li>• Tricare &amp; workers compensation billing</li> </ul>	12	0	12



4	<b>Insurance Compliance &amp; Auditing</b> <ul style="list-style-type: none"> <li>• Fraudulent claims</li> <li>• Types of audits and audit tools</li> <li>• Compliance programs</li> <li>• Payer regulations</li> <li>• Government investigation and advise</li> </ul>	12	0	12
5	<b>Explanation of benefits and payment adjudication</b> <ul style="list-style-type: none"> <li>• Understand evidence of coverage</li> <li>• Benefits and payment plans</li> <li>• Determine reimbursement factors</li> <li>• Payer policies</li> <li>• Methods of receiving funds</li> </ul>	12	0	12
6	<b>Reimbursement, refunds, follow-up and appeals</b> <ul style="list-style-type: none"> <li>• Claims rejection</li> <li>• Refund guidelines</li> <li>• Denied or delayed payments</li> <li>• Claims rejection appeal</li> <li>• Appeals and customer service</li> </ul>	12	0	12
				<b>72</b>

**OUT OF CLASS ASSIGNMENTS**

- 1 written assignments (e.g. coding electronic medical charts).

**METHODS OF EVALUATION**

- 1 quizzes;
- 2 midterm examination;
- 3 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration



Field Activities (Trips)

Guest Speakers

Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Comprehensive Health Insurance Billing Coding Reimbursement	Required	Pearson	3	print	Deborah Vines	9780134458779	2017

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