

MOA183 : Introduction to Health Insurance & Reimbursement

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA183
Course Title (CB02) :	Introduction to Health Insurance & Reimbursement
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000579617
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	11/01/2021
Course Description and Course Note:	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 the medical claims submission process to support the physician with appropriate reimbursement for their services.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option
	Pre-Collegiate Level (CB21)	Course Support Course Status (CB26)

Allow Students to Gain Credit by Exam/Challenge

Not applicable.

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07) 4

Maximum Credit Units (CB06) 4

Total Course In-Class (Contact) Hours 72

Total Course Out-of-Class Hours 144

Total Student Learning Hours 216

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	4	8
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	72
Laboratory	0
Studio	0
Total	72
Course Out-of-Class Hours	
Lecture	144
Laboratory	0

Studio	0
Total	144

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Collaborative Learning

Methods of Instruction Multimedia

Methods of Instruction Lecture

Methods of Instruction Demonstrations

Out of Class Assignments

- Written assignments (e.g. coding electronic medical charts)

Methods of Evaluation

Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examination

Exam/Quiz/Test

Final examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Deborah Vines, Ann Braceland, Elizabeth Rollins, Susan Miller	Comprehensive Health Insurance Billing Coding Reimbursement 3e	Pearson	2020	97801344458779

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Complete insurance reimbursement forms for patients.

Describe legal, ethical, and fraud issues related to medical insurance and reimbursement.

Discuss comprehensive patient medical benefits in the application of insurance reimbursements.

Identify various types of health care: Preferred Provider Organization (PPO), Health Maintenance Organization (HMO), and Indemnity plans.

SLOs

Differentiate between basic comprehensive and major medical benefits for large medical insurance companies.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Educate patients in general office policies, with reference to insurance, reimbursement, billing and coding. Identify knowledge of medical terminology within the body system
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Educate patients in general office policies, with reference to insurance, reimbursement, billing and coding. Identify knowledge of Medical terminology within the human body system
<i>MOA</i> Medical Assistant Certificate	Explain health data and clinical documentation principles, standards and guidelines
<i>MOA</i> Medical Front Office - Certificate	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.

Describe coordination of benefits as it relates to Preferred Provider Organization, Health Management Organization, and Worker's Compensation, and Medicare and Medicaid.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others. Identify knowledge of Medical terminology within the human body system
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others. Identify knowledge of medical terminology within the body system
<i>MOA</i> Medical Assistant Certificate	Describe the duties, processes, and procedures in managing the medical front and back office Explain health data and clinical documentation principles, standards and guidelines
<i>MOA</i> Medical Front Office - Certificate	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.

Complete billing and coding forms for patients.

Expected Outcome Performance: 70.0

MOA
ADMINISTRATIVE MEDICAL ASSISTANT
A.S. Degree Major

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

Educate patients in general office policies, with reference to insurance, reimbursement, billing and coding.

Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

MOA
ADMINISTRATIVE MEDICAL ASSISTANT -
Certificate

Apply HIPAA rules in regard to privacy and display ethical, responsible, and professional behavior.

Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.

Educate patients in general office policies, with reference to insurance, reimbursement, billing and coding.

Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

MOA
Medical Assistant Certificate

Describe the duties, processes, and procedures in managing the medical front and back office

Explain health data and clinical documentation principles, standards and guidelines

MOA
Medical Front Office - Certificate

Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Medical Billing and Coding Careers (12 hours)

- Opportunities in the medical field
- Professional qualifications
- Medical ethics and conduct (hour
- Opportunities for advancement
- Discuss local and national certification

Introduction to Health Insurance and Reimbursement (12 hours)

- Overview of health insurance and relevant terminology
- Understand the history and impact of managed care
- Identify types of insurance plans
- Discuss reimbursement methodologies
- Understand medical claims and billing

Introduction to various types of Medical claims and Billing (12 hours)

- Physician medical billing
- Hospital medical billing
- Medicare medical billing
- Medicaid medical billing
- Tricare & workers compensation billing

Insurance Compliance & Auditing (12 hours)

- Fraudulent claims
- Types of audits and audit tools
- Compliance programs
- Payer regulations
- Government investigation and advise

Explanation of benefits and payment adjudication (12 hours)

- Understand evidence of coverage
- Benefits and payment plans
- Determine reimbursement factors
- Payer policies
- Methods of receiving funds

Reimbursement, refunds, follow-up and appeals (12 hours)

- Claims rejection
- Refund guidelines
- Denied or delayed payments
- Claims rejection appeal
- Appeals and customer service

Total Hours: 72

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value