Course Overview: This course provides the comprehensive coverage needed to understand and work with medical insurance related to the application of ICD-10-CM, CPT and HCPCS codes. The course teaches students how insurance reimbursement is directly related to proper code assignment. This course provides a strong background in the coding process and teaches students how to assign ICD-10-CM codes as well as CPT and HCPCS codes.

Expected Outcomes: Upon completion of this course, students are expected to be able to:

- Understand the medical insurance field and their role in it
- Describe various types of health care plans
- List requirements of medical record documentation
- Explain Health Care Regulation: HIPPA and HITECH
- Identify new versus established patients
- Describe how to verify patient eligibility for insurance benefits
- Determine preauthorization and referral requirements
- Work with encounter forms
- Understand, calculate, and collect TOS payments
- Describe and assign ICD-10-CM codes, its organization, coding steps, and coding guidelines
- Describe and assign CPT codes, its organization, coding steps, and coding guidelines
- Describe and assign HCPCS, Level II Codes, coding steps, and billing procedures
- Follow procedures for compliant billing
- List compliance strategies and errors
- Describe audits
- Understand physician fees, payer fee schedules, and fee-based payment methods

Lessons/Topics:
Lesson 1- Introduction to the Medical Billing Cycle
This lesson provides an overview of the medical insurance field, medical insurance terms, and different types of health care plans. It also defines different types of payers and how the medical billing cycle works. This lesson covers the following topics:

- Working in the Medical Insurance Field
- Medical Insurance Basics
- Healthcare Plans
- Health Maintenance Organizations
- Preferred Provider Organizations
- Consumer-Driven Health Plans
- Medical Insurance Payers
- The Medical Billing Cycle
- Achieving Success
- Moving Ahead
Lesson 2- Electronic Health Records, HIPAA and HITECH: Sharing and Protecting Patients’ Health Information
This lesson presents guidelines for medical records and documentation as they relate to HIPAA and HITECH regulations. This lesson covers the following topics:
- Medical Record Documentation: Electronic Health Records
- Health Care Regulation: HIPAA and HITECH
- Covered Entities and Business Associates
- HIPAA Privacy Rule
- HIPAA Security Rule
- HITECH Breach Notification Rule
- HIPAA Electronic Health Care Transactions and Code Sets
- Fraud and Abuse Regulations
- Enforcement and Penalties
- Compliance Plans

Lesson 3- Patient Encounters and Billing Information
This lesson focuses on working with patients, determining their status, verifying eligibility for insurance benefits, and understanding and applying different types of payments. This lesson covers the following topics:
- New Versus Established Patients
- Information for New Patients
- Information for Established Patients
- Verifying Patient Eligibility for Insurance Benefits
- Determining Preauthorization and Referral Requirements
- Determining the Primary Insurance
- Working with Encounter Forms
- Understanding Time-of-Service (TOS) Payments
- Calculating TOS Payments

Lesson 4- Diagnostic Coding: ICD-10-CM
This lesson gives a comprehensive overview of the ICD-10-CM and ICD-10-CM, and presents coding steps and official coding guidelines. This lesson covers the following topics:
- ICD-10-CM
- Organization of ICD-10-CM
- The Alphabetic Index
- The Tabular List
- ICD-10-CM Official Guidelines for Coding and Reporting
- Overview of ICD-10-CM Chapters
Lesson 5 - Procedural Coding: CPT and HCPCS
This lesson reviews procedure codes. Procedure codes are an important part of the medical billing cycle. Students will gain a fundamental understanding of how to assign procedure codes which is the baseline for compliant billing. This lesson covers the following topics:
- Organization
- Format and Symbols
- CPT Modifiers
- Coding Steps
- Evaluation and Management Codes
- Anesthesia Codes
- Surgery Codes
- Radiology Codes
- Pathology and Laboratory Codes
- Medicine Codes
- Category II and Category III Codes
- HCPCS

Lesson 6 - Visit Charges and Compliant Billing
This lesson teaches the principles of compliant billing, and emphasizes billing rules, errors, audits, fee schedules, and payment methods. This lesson covers the following topics:
- Compliant Billing
- Knowledge of Billing Rules
- Compliance Errors
- Strategies for Compliance
- Audits
- Physician Fees
- Payer Fee Schedules
- Calculating RBRVS Payments
- Fee-Based Payment Methods
- Capitation
- Collecting TOS Payments and Checking Out Patients

Textbooks/Resources:
# Course Schedule:

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 1      | Review the activity checklist.  
|        | Complete the lesson presentation **Introduction to the Medical Billing Cycle**  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
| 2      | Review the activity checklist.  
|        | Complete the lesson presentation **Electronic Health Records, HIPAA, HITECH: Sharing and Protecting Patients’ Health Information**  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
| 3      | Review the activity checklist.  
|        | Complete the lesson presentation **Patient Encounters and Billing Information**  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
| 4      | Review the activity checklist.  
|        | Complete the lesson presentation **Diagnostic Coding: ICD-10** including the workbook exercises.  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
| 5      | Review the activity checklist.  
|        | Complete the lesson presentation **Procedural Coding: CPT and HCPCS** including the workbook exercises.  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
| 6      | Review the activity checklist.  
|        | Complete the lesson presentation **Visit Charges and Compliant Billing** including the workbook exercises.  
|        | Complete the reading assignment review.  
|        | Complete the lesson review exercise.  
|        | Complete the lesson quiz. |
Exercises
The exercises will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key.

Lesson Quizzes/Tests
Upon completion of each lesson and exercises, there is a lesson test. This test will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these tests will be saved in the gradebook for the course.

Final Exam
Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. Once the exam has been started, it must be completed and submitted, so be sure you have set aside enough time to finish the exam. The results achieved on the final exam will be saved in the gradebook.

Grading Policy:
At the end of the course, students are assigned a final grade. Letter grades will be awarded according to these standards.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Point Range %</th>
<th>Interpretation</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93 – 100</td>
<td>Excellent</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90 – 92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87 – 89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83 – 86</td>
<td>Above average</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80 – 82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77 – 79</td>
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</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73 – 76</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70 – 72</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>66 – 69</td>
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<tr>
<td>D</td>
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<td>60 – 65</td>
<td>Below Average</td>
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<tr>
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<td>59 &amp; below</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td></td>
<td>Incomplete</td>
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The course grade comprises of:

<table>
<thead>
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<th>Weight</th>
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<tbody>
<tr>
<td>Quizzes</td>
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<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
</table>
Contact info for student and technical support:
Instructional/Technical Support may be reached by clicking the icon in the online classroom entitled, ‘Connect with Instructional Support’. Live instructional support is available Monday to Thursday 8:30 am to 11:00 pm EST, Friday 8:30 am to 6:00 pm EST, and Saturday 11:00 am to 6:00 pm EST. After hours you may leave a message and you will receive a response the next business day.

Netiquette
In the virtual classroom, you communicate with your classmates and Instructor primarily in writing through the discussion forum, e-mail, message link, and sometimes chat sessions. "Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
- Be careful what you put in writing. Even if you are writing a message to one person, assume that anyone could read it. Though you may send a message to a single person, it is very easy to forward your message to many other people.
- Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
- Never use profanity in any area of an online course. The transcripts of online course message boards, email, discussion forums, and chat sessions may be saved by the instructor and/or school administration.
- When responding to e-mail messages, only use "Reply to All" when you really intend to reply to all.
- Avoid unkindly public criticism of others.
- Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.

Academic honesty policy – plagiarism and cheating
Plagiarism constitutes the appropriation of another person's exact words or original thoughts or writing without extending proper credit (using in-text citations and a works cited reference list) to the original source. As such, plagiarism exists as an illegal action—a type of theft that, in the business/professional world, for example, could result in severe penalties against you. You will receive a grade of zero on any assignment for which you do not do your own work or when unauthorized resources are used. In addition, the matter will be referred to the school administration for appropriate action.