

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**OST 148 - 10
Medical Coding, Billing & Insurance
FALL 2006**

Course Description

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

Prerequisites: None

Corequisites: None

Lecture: 3 hours

Lab: 0 hours

Credit: 3 hours

Dates: August 17 until December 12, 2006

Instructor Information

Instructor: Marie Thomas
Office Location: Off Campus
Telephone Number: 682-6572 (home), 284-3505 (cell), 766-1882 (work)
E-mail Address: spcmjt@msj.org
Office Hours: Available upon request

Course Information

Course meeting days: Tuesday and Thursday, 3:30-5:00pm in room P 204
Required Text(s): INSURANCE HANDBOOK FOR THE MEDICAL OFFICE.
MARILYN T. FORDNEY. WORKBOOK TO ACCOMPANY TEXT
LRC Resources: Selected readings assigned by the instructor
Required supplies: Pencil, paper, textbook

Course Objectives/Competencies:

1. introduce students to major nationwide medical insurance programs
2. provide students with a basic knowledge of national diagnosis and procedure coding systems
3. simplify the process of filing claim forms

Methods of Presentation:

Insurance Coding, Billing and Insurance will meet three hours per week for sixteen weeks and will consist of weekly reading/writing assignments, group discussion, worksheets, and educational videos.

Students will be expected to complete all take home assignments (tests) in a timely manner. Class time will be used for group interaction.

Training Aids:

Videos, ICD-10, CPT coding books, worksheets.

Evaluation of Projects:

1. Projects will be evaluated on the basis of quality, quantity, and importance of work done.
2. Projects will be properly identified with the student name and date.
3. To be acceptable, all written projects must be typed and contain a minimum of two erasures per page. Correct English and spelling are expected on all written work.
4. Performance objectives will be evaluated based on project completion and participation. If projects are not satisfactorily completed, the student will be required to repeat the work. (See student handbook).

Evaluation and Testing:

Quizzes will be given at regular intervals throughout the course.

Grading Scale:

A = 93-100
B = 85-92
C = 77-84
D = 70-76
F = 69 or below

Final Grade Distribution:

| | |
|-------------------|------|
| Test and projects | 95% |
| Professionalism | 5% |
| | 100% |

Note:

In all MED courses, the student must make a "C" or better to continue in the Medical Assisting Program.

Class Attendance/Absences: See Medical Assisting Student Handbook.

Inclement Weather Procedures: See institution student handbook.

Withdrawal Dates: Fall 2006

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|---------------------------------|--------------------|
| End of Unconditional Withdrawal | September 22, 2006 |
| End of Conditional Withdrawal | October 30, 2006 |

The following Administrative Withdrawal statement: If a student has not been in contact with the instructor and has not attended class, lab, or clinical for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which reasonable accommodations, if any, the student needs for success in this course.

AUGUST

17- OVERVIEW OF THE CLASS
 22- CHAPTERS 1 & 2
 24- WORKBOOK FOR CHAPTERS 1&2
 29-CHAPTER3
 31-WORKBOOK CHAPTER 3

SEPTEMBER

5- CHAPTER 4
 7- WORKBOOK CHAPTER 4
 12- TEST ON 1, 2, 3, 4
 14- CHAPTERS 5 & 6
 19-" "
 21-" "
 26-" "
 28- WORKBOOK ON 5 &6

OCTOBER

3-TEST ON 5 & 6
 5- CHAPTER 7
 12- WORKBOOK ON 7
 17- CHAPTER 8
 19- WORKBOOK ON 8
 24- CHAPTERS 9 &10
 26- TEST ON CHAPTERS 9 & 10
 31- CHAPTERS 11 &12

NOVEMBER

2- WORKBOOK 11 &12
 7- CHAPTERS 13 &14
 14- WORKBOOK 13 & 14
 16- TEST ON 11, 12 , 13, 14
 21- CHAPTERS 15 & 16
 28- WORKBOOK 15 & 16
 30- CHAPTERS 17 & 18

DECEMBER

5- WORKBOOK 17 & 18
 7- TEST 17 & 18
 12- REVIEW ALL CHAPTERS COVERED