

Three Rivers Community College
Course Syllabus
Foundation/Management of Medical Insurance BOT-287
Spring 2007
Instructors: Kathy Donis & Maria Gladue

Contact Information:

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Course Description:

This course is to prepare students as Insurance Billers and to increase efficiency and streamline administrative procedures for one of the most complex tasks of the Physician's business: Insurance Coding and Billing.

Course Objectives:

1. To understand the different types of health insurance plans and contracts.
2. Prepare and submit health insurance claim forms to insurance companies.
3. Identify principles of medical documentation.
4. Proper use and how to obtain codes using the ICD-9-CM and CPT code books.
5. Understand guidelines for hospital billing and coding.
6. Assess responsibilities assigned to insurance billing and coding specialist.
7. Understand Medicare guidelines.

Learning Resource Requirements:

Insurance Handbook for the Medical Office, 8th edition, Marilyn T. Fordney, WB Saunders Company

Insurance Handbook for the Medical Office Workbook, 8th edition, Marilyn T. Fordney, WB Saunders Comp.

2007 Current Procedural Terminology , 4th Edition, American Medical Association

2007 International Classification of Diseases, 9th Revision Volumes 1,2 &3, American Medical Association

Additional Resources but not required for class:

Current Medical Dictionary & Anatomy and Physiology reference

Grading:

There will be tests, quizzes and a Final exam during the course. You are required to take the final exam. Tests and quizzes will be announced.

Homework assignments are generally due the following class session, unless instructed otherwise. Grades on assignments not submitted by due date will be given a lowered grade.

You are responsible for staying informed on all assignments, expectations, and class procedures. Please contact Instructors via email or have a classmate pick up the missed assignment.

Grading Summary:

- Final Exam provided
- Quizzes and tests will be announced

Tests & Quizzes 45%

Homework and hands-on class participation = 25%

Final exam = 30%

Final Grade Scale:

A = 94 - 100
A- = 90 - 93
B+ = 87 - 89
B = 83 - 86
B- = 80 - 82
C+ = 77 - 79

C = 73 - 76
C- = 70 - 72
D+ = 67 - 69
D = 63 - 66
D- = 60 - 62
F = 00 - 59

W = Withdrawal
I = Incomplete
P / F = Pass / Fail
AU = Audit

Attendance Policy:

Attendance is essential to success in this course. Absences due to illness, observation of a religious holiday, an emergency situation, or situations covered by the American with Disabilities Act will be excused. More than 3 absences will be taken into consideration in determining grade assignments for the semester. A portion of a student's grade may be adversely affected by absences from classes because classroom instruction is missed and the assignments are not received on time. Students should contact the instructor (s) if classes are missed to obtain the homework assignments.

College Withdrawal Policy:

A verbal "drop or withdrawal" from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY. *Pertains to 3 Credit course only. Not Continuing Education course.

Academic Dishonesty:

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

Cellular Phones and Beepers:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to me prior to class so that we can arrive at an agreement.

Disabilities and Learning Difference Statement:

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Early Warning Policy:

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Class Cancellation Procedure:

During inclement weather if a class is cancelled, the cancellation will be on the local radio stations and will also be listed on the Three Rivers Web Site. If a class is cancelled for a reason other than a full college closing, the Instructor will notify the class via a class phone tree, which will be established on the first class.

Class Schedule:

The class schedule is attached to the last page of this syllabus. Although we would like to adhere to this schedule as much as possible, unforeseen events (i.e., weather) and purposeful changes (i.e., guest speakers) will require modifications. We reserve the right to make changes to this schedule as the semester progresses.

