

Three Rivers Community College  
 Medical Billing & Coding Syllabus  
 Spring 2007  
 5:30 – 9:30pm

Instructors: Maria Gladue & Kathy Donis

Maria Gladue: [mgladue@snet.net](mailto:mgladue@snet.net)

Kathy Donis: [adonis01@snet.net](mailto:adonis01@snet.net)

| Date | Chapter   | Instructor  |
|------|---|-------------|
| 1/22 | Introductions, Expectations, Terminology<br>Chapters 1 & 2  | KD &<br>MMG |
| 1/29 | Chapter 3 & 6<br>Basic of Health Insurance & Procedural Coding                                      | KD          |
| 2/05 | Chapter 4<br>Medical Documentation  | MMG         |
| 2/12 | Chapter 5<br>ICD-9 Coding   | MMG         |
| 2/19 | No Class President's Day  |             |
| 2/26 | Chapter 8<br>EDI  | KD          |
| 3/05 | Chapter 7<br>Insurance Claim – CMS 1500   | KD          |
| 3/12 | Chapters 9 & 10<br>Payments & Insurance Problem Solving<br>Office & Insurance Collection Strategies | KD          |
| 3/19 | No Class  |             |
| 3/26 | Chapter 11, 13 & 15<br>Private, State Federal & Managed Care Payers                                 | KD          |
| 4/02 | Chapter 12<br>Medicare  | MMG         |
| 4/09 | Chapter 17<br>Hospital Coding & Billing   | MMG         |
| 4/16 | Chapter 18 & Final Exam Review  | MMG         |
| 4/23 | Final Exam  | KD &MMG     |

***If you are unable to make class please contact an instructor to make arrangements for missed class(es). For inclement weather please listen to your local radio station for cancellations.***