

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Healthcare Insurance & Billing **Course #:** MED* 112

Course Description: 3 credits

This course presents an overview of healthcare insurance and is designed to introduce the student to the basics of healthcare insurance theories and practices. Course material and discussions will focus on the different types of insurance and health care plans. Government programs, federal and state regulations and the impact of HIPAA regulations will be explored. The practices of the commercial insurance companies, referrals and prior authorizations will be discussed. Manual and electronic recordkeeping and billing practices will be compared through the use of healthcare claims processing and medical office accounting practices. An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS, ICD-9 and ICD-10 coding systems, billing and collections using Manual CMS claim forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software. Case studies and chart notes will be used for auditing and coding exercises.

Pre-requisite/Co-requisite: Prerequisite: None

There is no course prerequisite required to enroll in Medical Terminology. However, you must be knowledgeable in computer and Internet basics to be successful in this course.

- Goals:**
1. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to insurance in the healthcare environment.
 2. To recognize different types of insurance plans and the policies and regulations unique to each.
 3. To successfully process CMS 1500 forms and complete electronic billing cycle using current medical billing software
 4. To apply basic computer applications and electronic data management to the management of practice information, billing and collection.
 5. To develop verbal and nonverbal communication skills that reflect effective strategies that may be used with diverse patient and healthcare provider populations.

Outcomes: With the successful completion of this course, the student will be able to relate the following outcomes as they apply to the healthcare environment:

1. Use insurance and billing terminology appropriately.
2. Use Explanation of Benefits Statements to accurately post payments, correct errors and resubmit claims.
3. Code both procedures and diagnoses using the most current guidelines.
4. Discuss legal and ethical considerations with emphasis on confidentiality, fraud, the impact of HIPAA and other government regulations on billing and collections.
5. Maintain both manual and electronic billing systems.
6. Perform accounts receivable procedures
7. Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients
8. Differentiate between accounts payable and accounts receivable
9. Compare manual and computerized bookkeeping systems used in ambulatory care
10. Describe common periodic financial reports
11. Identify models of managed care
12. Discuss workers' compensation as it applies to patients
13. Identify types of insurance plans

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your "Student Handbook" under "Policy on Student Rights," the Section entitled "Student Discipline," or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College's website at www.nwcc.edu. Students may also call the College directly at **(860) 7386464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team:

NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs. SART is a campus and community based team that is fully trained to provide informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Seth Kershner	860-738-6481	Library
Michael Emanuel	860-738-6389	Founders Annex Room 308
Robin Orloski	860-738-6416	Business Office Room 201
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Patricia Bufford, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.