HIGHLAND COMMUNITY COLLEGE

Department:

Medical Assistant

Course Description:

This course is designed to educate the health care team member with the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Obtain medical practice reimbursement through insurance claims submission.
2. Demonstrate industry coding.
3. Demonstrate understanding of health insurance specific terminology.
4. Evaluate health care records for the purpose of coding.
5. Apply legal and ethical concepts to the practice of medicine, while following HIPAA.
6. Demonstrate effective time and resource management.
7. Apply reception and administrative skills.
8. Utilize information technology.
9. Solve problems in a critical, creative and ethical manner.
10. Apply managed care policies and procedures.
11. Apply insurance guidelines for each patient.
12. Demonstrate effective communication skills.
13. Serve as a healthcare liaison.

Course Content:

A. Today's Medical Assistant
   1. Medical Coding
   2. Medical Insurance
B. From Patient to Payment
   1. From Patient to Payment: Becoming a Medical Insurance Specialist
      a) Introduction to Medical Insurance
      b) Common Types of Medial Insurance
      c) The Medical Office Billing Work Flow
      d) The responsibilities of a Medical Insurance Specialist
   2. HIPAA and the Legal Medical Record
      a) Medical Records
      b) Documentation Standards
      c) Protected Health Information and Medical Records

d) Record Retention
e) Avoiding Fraud
3. Diagnostic Coding
a) Introduction to Diagnostic Coding'
b) Coding Basics for Physician Practices
c) Using the ICD-9-CM
d) Five Steps to Diagnostic Coding
C. Medical Insurance Coding Workbook
1. ICD-9-CM
a) Locating Correct Codes
b) Applying Coding Guidelines
c) V Codes (V01-V84)
d) E Codes (E800-E999)
e) Infectious and Parasitic Disease (001-139)
f) Neoplasm's (140-239)
g) Endocrine, Nutritional, and Metabolic Disease, and Immunity Disorders (240-279)
h) Disease of the Blood and Blood-Forming Organs (280-289)
i) Mental Disorders (290-319)
2. CPT and HCPCS
a) Locating Correct Codes
b) Applying Coding Guidelines
c) Modifiers
d) Evaluation and Management (99201-99499)

Learning Assessments:

Competencies may be evaluated by multiple measures, including quizzes, exams, a final exam, individual or group projects, presentations, competencies (written, verbal, performance), in class assignments, and homework. Students are expected to attend class daily and points may be taken away for non-participation.

Instructional Materials:

Smith, L. M. (2024). *Fordney's Medical Insurance and Billing* (17th ed.). St. Louis, MO: Elsevier. ISBN-9780443108785

Smith, L. M. (2024). *Workbook for Fordney's Medical Insurance and Billing* (17th ed.). St. Louis, MO: Elsevier. ISBN-9780443109430

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our Disability Services website.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an online report about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our Equity Grievance Policy.