Outline of Instruction

Division: Business  Area: Medical Office Administration
Course Number: MOAD 206  Course Name: Medical Insurance Coding and Billing
Prerequisite: BIOL 155 and HLTSC 110, or division chair approval
Corequisite:

Hours Required: Class: 45  Lab:  Credits: 3

Course Description/Purpose

A hands-on approach to insurance coding and billing. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICD-9-CM) manuals to accurately identify medical procedures and assign the appropriate billing codes. Manual and computerized billing systems will be reviewed as well as third-party reimbursements. Students should have a thorough understanding of basic human anatomy and physiology and medical terminology to successfully complete this course.

Major Units

C Overview of the CPT manual
C Evaluation and Management Codes
C Anesthesia and Surgery
C Radiology, Pathology, and Laboratory
C Diagnostic and Therapeutic Services
C Overview of the ICD-9-CM Manual
C ICD-9-CM Coding Guidelines
C Overview of Reimbursement
C Third –part Reimbursement programs

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to Identify/Recognize...

C the essential duties and responsibilities of medical insurance coding and billing specialists
C the appropriate reference manuals and forms to use in accomplishing insurance coding and billing tasks
C the major public and private sources of third-party reimbursements
C the concept of Diagnostic-Related Groups as it relates to in-patient treatment
C the purpose of peer review organizations and their relationship to insurance billing
C the use of the Outpatient Resource-Based Relative Value Scale
C the concept of managed health care
C the necessity of thoroughly understanding basic human anatomy, physiology, and medical terminology as a prerequisite to success in insurance billing and coding
Performance Each student will be expected to Demonstrate/Practice...

C proper use of the CPT-4 manual in selecting codes for evaluation and management
C proper use of the CPT-4 manual in selecting codes for anesthesia and surgery
C proper use of the CPT-4 manual in selecting codes for radiological, pathologic, and laboratory procedures
C proper use of the CPT-4 manual in selecting codes for diagnostic and therapeutic services
C proper use of the ICD-9-CM manual
C how to properly complete medical insurance billing forms.

Attitudinal Each student will be expected to Believe/Feel/Think...

C that patients have the right to confidentiality of medical information
C that medical insurance billing and coding must be done accurately, consistently, and with the highest ethical standards