



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Spring 2015
Online
Medical Insurance
Course Syllabus**

Prepared by Dr. Yervant Boghos

Course title: Medical Insurance
Course #: HLTHOCC 061
Course units: 3
Instructor: Dr. Yervant Boghos
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Phone #: (310) 287-7232
Office hours: Thursday 3:00pm to 5:00pm (Building SC Room 104)
Prerequisite: English 028
Mathematics 115

**Textbook and
Workbook:** Comprehensive Medical Assisting (Fourth Edition)
Author: Judy Kronenberger, Laura Southard Durham and Denise
Woodson
Publisher: Lippincott Williams & Wilkins

I. COURSE DESCRIPTION:

This course will cover the principles and theory of health insurance, different types of health insurance and billing procedure codes, Current Procedural Terminology (CPT), International Classification of Diseases and Clinical Modifications (ICD-9-CM).

COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used on a medical chart.
3. Describe the medical assistant's role in insurance claim processing.
4. Describe the medical assistant's role in diagnostic and procedural coding.
5. Understand and use the various coding systems necessary for filing claims.
6. Use procedural and diagnostic coding books.
7. Abstract of patient's medical records information to complete medical insurance forms.
8. Explain insurance benefits and process medical insurance forms for insurance companies/plans in the medical community including Health Insurance claim form, Blue Cross, Blue Shield, State Disability, Worker's Compensation, Medicare, Medi-Cal, Medi-Medi, CHAMPUS.
9. Explain fee schedules.
10. Describe the types of managed care plan.
11. Explain government insurance.
12. Identify the information needed to file for insurance claims.
13. Complete insurance claim forms (CMS 1500)
14. Explain Health Maintenance Organization benefits and eligibility.
15. Explain governmental restrictions and regulations relating to government sponsored plans.
16. Discuss how to problem solve insurance billing issues.
17. Discuss how to follow up on delinquent insurance claims.

III. STUDENT LEARNING OUTCOMES: (SLO)

- Critical Thinking:

Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

- Communication:

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community setting.

- Technical Competence:

Utilize the appropriate technology for informational, academic, personal, and professional needs.

- Medical Ethics:

- a. Render services with respect for human dignity.
- b. Uphold the honor and high principles set forth by the AAMA.
- c. Respect patient confidentiality and continually improve knowledge & skills.

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- Students will be evaluated on their ability to problem solve common problems with insurance billing.
- Students will be evaluated on their ability to correctly use medical insurance forms.
- Students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

V. METHODS OF INSTRUCTION:

- Reading Material from Textbook
- Lectures
- Group discussions
- Assignments
- Quizzes

VI. Course Content and Outline: Use Etudes Course Map

VII. Course Schedule

- Use Etudes Course Map to get a detailed list of due dates.

VIII. Student Responsibilities

- Read Announcements
- Assignments
- Exams / quizzes
- Projects if assigned

IX. Attendance Policy

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.

Withdrawal from class can affect eligibility for federal financial aid.

- Policy for late work
- Policy for missed exams and quizzes
- Policy for extra credit
- Copyright statement
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X. Syllabus Change Policy – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

XI. Private Messages and Electronic Mail

The Etudes Private Messaging system will be the usual method for all communication for this class. However, every WLAC student has an e-mail address. Check your Student.LACCD@Edu account daily/weekly. To access your account visit www.wlac.edu, and click on the Student Email button. To log in use your student ID # and your birthday and month. Your Student.LACCD@Edu email can be forwarded to any other personal email account.

XII. Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

XIII. Dropping the course

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [Feb.12, 2015]. The last day to drop without a "W" is [Feb.12, 2015]. The last day to drop with a "W" is [March 20, 2015].

XIV. Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

XV. Standards of Student Conduct

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

- **Warning** - A written notice, given to the student by the instructor.
- **Removal by the Instructor** - An instructor may remove a student temporarily from the course shell.

XVI. Instructional Support and Monitoring

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the DegreeWorks icon, or contact an Online Counselor at onlinecounseling@wla.edu

XVII. Course Resources

- Library and Learning Resources Center
- Online Tutoring, <http://www.wlac.edu/online/tutoring.asp>

XVIII. Course Outline and Schedule

Model	Week	Date	Lecture Topics	Assignments
1	1	02-09-15	Chapter 13- Health Insurance and Reimbursement - Introduction - Key Terms - Health Benefits Plans - Worker's Compensation - Filing Claims - Reimbursement - Policies in the Practice - Quiz # 1: Online, Monday Feb. 23, 2015	-Initial Test -Read Chapter 13 -Discussion -Fill out Insurance Claim Form 1500 Quiz # 1
	2	02-16-15		
	3	02-23-15		
2	4	03-02-15	Chapter 14- Diagnostic Coding - Key Terms - ICD-9-CM: The Code Book - Locating The Appropriate Code - The Future of Diagnostic Coding: ICD, Clinical Modification, Tenth Revision - Quiz # 2: Online, Tuesday Mar. 17 , 2015	-Read Chapter 14 -Discussion Quiz # 2
	5	03-09-15		
	6	03-16-15		
3	7	03-23-15	Chapter 15- Outpatient Procedural Coding - Key Terms - Healthcare Common Procedure Coding System - Physician's Current Procedural Terminology - Performing Procedural Coding - Evaluation and Management Codes - Other Categories of Evaluation and Management Codes - CPT-4 Modifier - Fraud and Coding - ICD-10-PCS - Final Exam- Online, Wednesday Apr. 01, 2015	-Read Chapter 15 -Discussion Final Exam
	8	03-30-15		

XIX. GRADING AND EVALUATION:

- The grade in this course will be based upon:
 - a. Assignment (1) **25 points**
 - b. Quizzes (2) **50 points** (25 points each)
 - c. Class participation **25 points** (participation in all online class discussions)
 - d. Final Exam **50 points**

- The maximum is 150 points = 100%
 - 135---150 points = 90%-----100% is A = Excellent
 - 120---134 points = 80%----- 89% is B = Good
 - 105---119 points = 70%----- 79% is C = Average

Below 105 points or 69% and less is non-passing grade.

Note: There are NO make-up tests, assignments, quizzes, or discussions.