



## **MAST 1100 Medical Insurance Management COURSE SYLLABUS Fall Semester 2018**

### **COURSE INFORMATION**

Credit Hours/Minutes: 2/3000

Class Location: Gillis Building Room 735

Class Meets: M-R 10:10-11:05

CRN: 20228

### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Stephanie Waters, BAS, CMA(AAMA)

Office Location: Gillis Building Room 731

Office Hours: Monday, Tuesday, Thursday 2:00 – 5:30 pm

Email Address: [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu)

Phone: 912-538-3195

Fax Number: 912-538-3106

Tutoring Hours (if applicable): By appointment

### **REQUIRED TEXT**

Medical Insurance: A Revenue Cycle Process Approach Bundle with Workbook 7<sup>th</sup> edition, Connect Access Code, and Medical Coding Workbook for Physician Practices and Facilities 2018-2019 ISBN: 978-1-260-11894-0

### **REQUIRED SUPPLIES & SOFTWARE**

3 ring binder

Pens

Paper

Highlighter

ICD Coding Book (available from Stephanie)

### **COURSE DESCRIPTION**

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

### **MAJOR COURSE COMPETENCIES**

1. Managed Care
2. Reimbursement Coding

### **PREREQUISITE(S)**

ALHS 1011, ALHS 1090, COMP 1000, ENGL 1010

## COURSE OUTLINE

### Managed Care

Order	Description	Learning Domain	Level of Learning
1	Define frequently used insurance terms and abbreviations.	Cognitive	Knowledge
2	Identify these types of insurance plans, Governmental Carriers: Medicare, Medicaid, TRICARE, etc.; Managed Care: HMO, PPO, POS; Workers' Compensation; Blue Cross Blue Shield; and private insurance.	Cognitive	Knowledge
3	Define medical necessity as it applies to procedural and diagnostic coding. (IX.C.5)	Cognitive	Knowledge
4	Utilize medical necessity guidelines. (IX.P.3)	Cognitive	Application
5	Outline managed care requirements for patient referral. (VII.C.2)	Cognitive	Analysis
6	Describe how guidelines are used in processing an insurance claim.	Cognitive	Comprehension
7	Compare processes for filing insurance claims both manually and electronically.	Cognitive	Analysis
8	Identify: a. Types of third party plans, b. Information required to file a third party claim, c. The steps for filing a third party claim (VIII.C.1)	Cognitive	Knowledge
9	Discuss physician fee schedules.	Cognitive	Comprehension
10	Describe the concept of RBRVS.	Cognitive	Comprehension
11	Define Diagnosis-Related Groups (DRGs).	Cognitive	Knowledge
12	Interact professionally with third party representatives. (VIII.A.1)	Affective	Valuing
13	Complete an insurance claim form. (VIII.P.4)	Psychomotor	Guided Response
14	Describe processes for: a. verification of eligibility for services, b. precertification, c. preauthorization. (VIII.C.3)	Cognitive	Knowledge
15	Obtain precertification or preauthorization including documentation. (VIII.P.3)	Psychomotor	Guided Response
16	Verify eligibility for services including documentation. (VIII.P.2)	Psychomotor	Guided Response
17	Display tactful behavior when communicating with medical providers regarding third party requirements. (VIII.A.2)	Affective	Responding
18	Show sensitivity when communicating with patients regarding third party requirements. (VIII.A.3)	Affective	Valuing
19	Utilize tactful communication skills with medical providers to ensure accurate code selection. (IX.A.1)	Affective	Responding
20	Differentiate between fraud and abuse. (VIII.C.5)	Cognitive	Analysis
21	Interpret information on an insurance card. (VIII.P.1)	Psychomotor	Mechanism
22	Define a patient-centered medical home (PCMH). (VIII.C.4)	Cognitive	Knowledge

### Reimbursement and Coding

Order	Description	Learning Domain	Level of Learning
1	Describe how to use the most current procedural coding system. (IX.C.1)	Cognitive	Comprehension
2	Discuss the effects of: a. upcoding, b. downcoding. (IX.C.4)	Cognitive	Comprehension

Order	Description	Learning Domain	Level of Learning
3	Describe how to use the most current diagnostic coding classification system. (IX.C.2)	Cognitive	Comprehension
4	Describe how to use the most current HCPCS Level II coding system. IX.C.3)	Cognitive	Comprehension
5	Perform procedural coding. (IX.P.1)	Psychomotor	Guided Response
6	Perform diagnostic coding. (IX.P.2)	Psychomotor	Guided Response
7	Complete a referral form.	Psychomotor	Guided Response

### GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

### STUDENT REQUIREMENTS

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at: <http://www.southeasterntech.edu>

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. *A final unit test average of 75 is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a "0" for your final test grade.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of "WF" or "F". Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

The use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

### ASSIGNMENTS

The lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three (3) days past the due date, the assignments are not accepted; a grade of zero (0) is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by the due dates. Points will be deducted for failure to follow directions. Proper heading must be included on all materials handed in. This includes first and last name, date, course, and assignment name. Failure to include this information will result in a five (5) point reduction.

Activsim activities (passing scores) and check off sheets for skills competencies are due on the day designated

by the instructor; if these are not turned in on the specified day you will be deducted ten (10) points from your next scheduled test.

## **CLASSROOM RULES**

All cell phones will be turned off at the beginning of class time. Any cell phone that rings during class will become property of the instructor until further notice. This is not only a distraction to the instructor, but to other students as well. If you have an emergency, please discuss options with me prior to class. There will be no eating or drinking in the classroom

## **SAFETY**

You must be compliance with STC's Infection Control Policy. Each student must consistently and correctly practice universal precautions when applicable. If not, the student may be failed for violation of this important principle!

Fingernails must be short and well-manicured, clear nail polish only. No artificial nails or tips. No gel nails or tips. Long hair must be pulled up and away from the face.

## **FINAL EXAM**

Students will take a comprehensive final exam covering the material in the textbook and workbook. This test will be administered during the last week of class. Failure to take the comprehensive final exam will result in a grade of zero. No exceptions. Remember, students must have a unit test average of 75 to be able to sit for the final.

## **EVALUATION PROCEDURES**

Workbook assignments for each chapter must be completed by the date of the exam for that specific chapter or chapters. These assignments allow students to become familiar with the course material. Workbooks will be checked on test day. This will be calculated as a percentage of your final grade. If you do not have your workbook on the day of the test or it is not completed, you will receive a "0".

## **ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

## **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

## **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)**

No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence. If an exam is missed, the student will be allowed to take the exam during one hour at the end of the semester (date to be scheduled by the instructor). There will be no exceptions to this policy. If you are absent or late on the day a chapter quiz is given, you will receive a "0" for that grade. **LOWEST EXAM GRADES ARE NOT DROPPED.**

## **ACADEMIC DISHONESTY POLICY**

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

## TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

## GRADING POLICY

Assessment/Assignment	Percentage
Unit Tests	60%
Coding Exercises/Ch. Quizzes	10%
Connect Exercises	5%
Final Exam	25%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## Core Curriculum

Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements

Cognitive (Knowledge Base) VIII.C Third Party Reimbursement	Psychomotor (Skills) VIII.P Third Party Reimbursement	Affective (Behavior) VIII.A Third Party Reimbursement
<ol style="list-style-type: none"> <li>1. Identify:               <ol style="list-style-type: none"> <li>a. Types of third party plans</li> <li>b. Information required to file a third party claim</li> <li>c. The steps for filing a third party claim</li> </ol> </li> <li>2. Outline managed care requirements for patient referral</li> <li>3. Describe processes for:               <ol style="list-style-type: none"> <li>a. Verification of eligibility for services</li> <li>b. Precertification</li> <li>c. preauthorization</li> </ol> </li> <li>4. Define a patient-centered medical home (PCMH)</li> <li>5. Differentiate between fraud and abuse</li> </ol>	<ol style="list-style-type: none"> <li>1. Interpret information on an insurance card</li> <li>2. Verify eligibility for services including documentation</li> <li>3. Obtain precertification or preauthorization including documentation</li> <li>4. Complete an insurance claim form</li> </ol>	<ol style="list-style-type: none"> <li>1. Interact professionally with third party representatives</li> <li>2. Display tactful behavior when communicating with medical providers regarding third party requirements</li> <li>3. Show sensitivity when communicating with patients regarding third party requirements</li> </ol>
Cognitive (Knowledge Base) IX.C Procedural and Diagnostic Coding	Psychomotor (Skills) IX.P Procedural and Diagnostic Coding	Affective (Behavior) IX.A Procedural and Diagnostic Coding
<ol style="list-style-type: none"> <li>1. Describe how to use the most current procedural coding system</li> <li>2. Describe how to use the most current diagnostic coding classification system</li> <li>3. Describe how to use the most current HCPCS level II coding system</li> <li>4. Discuss the effects of:               <ol style="list-style-type: none"> <li>a. Upcoding</li> <li>b. Downcoding</li> </ol> </li> <li>5. Define medical necessity as it applies to procedural and diagnostic coding</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform procedural coding</li> <li>2. Perform diagnostic coding</li> <li>3. Utilize medical necessity guidelines</li> </ol>	<ol style="list-style-type: none"> <li>1. Utilize tactful communication skills with medical providers to ensure accurate code selection</li> </ol>

# MAST 1100 Medical Insurance Management

## Fall Semester 2018 lesson plan

Subject To Change at Instructor's Discretion

Date/ Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/14		First day of class: Introduction to Course- _Syllabi, Outline, Rules, Regulations Coverage; Completion of Forms	Read Chapter 1 Complete Connect Exercises	1, 2 a, c
8/15	Chapter 1	Introduction to the Revenue Cycle	<b>Quiz 1, Chapter 1</b> Read Chapter 2 Complete Connect Exercises	1, 2 a, c
8/16	Chapter 2	Electronic Health Records, HIPAA, and HITECH: Sharing and Protecting Patient's Health Information	<b>Quiz 2 Chapter 2</b> Complete Connect Exercises	1, 2 a, c
8/17	Chapter 2	Continued Workbook	Read Chapter 3 Complete Connect Exercises	1, 2 a, c
8/21	Chapter 3	Patient Encounters and Billing Information	<b>Quiz 3, Chapter 3</b> Complete Connect Exercises Workbook Exercises Chapters 1, 2, 3	1, 2 a, c
8/22	Chapter 3	Chapter 3 Continued Complete Workbook Exercises Chapters 1, 2, 3	Study for Test 1	1, 2 a, c
8/23		<b>Test 1 Chapters 1-3</b>	<ul style="list-style-type: none"> <li>• Workbook Chapters 1-3 Due</li> <li>• Connect Assignments Due</li> <li>• Read Chapter 4</li> </ul>	1, 2 a, c
8/24	Chapter 4	Diagnostic Coding: ICD-10-CM Coding Workbook <ul style="list-style-type: none"> <li>• Appendix A p. 179</li> <li>• Medical Terminology worksheet p. 25-26</li> </ul>	<b>Quiz 4, Chapter 4</b> Complete Connect Exercises	2 a, c
8/28	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>• Factors Influencing Health Status p. 27-28</li> <li>• External Causes of Morbidity p. 29-30</li> </ul>	<b>Coding Workbook p. 25 DUE</b>	2 a, c
8/29	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>• Chapter 1 Infectious Diseases p. 31-32</li> <li>• Chapter 2 Neoplasms p. 33-34</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook p. 27-28 &amp; 29-30 DUE</b>	2 a, c
8/30	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>• Chapter 3 Blood and Blood-forming Organs/Immune System p. 35-36</li> <li>• Chapter 4 Endocrine, Nutritional, and Metabolic Diseases p. 37-40</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 1 &amp; 2 DUE</b>	2 a, c



<b>Date/ Week</b>	<b>Chapter /Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
8/31	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 5 Mental, Behavioral, and Neurodevelopmental Disorders p. 41-42</li> <li>Chapter 6, 7, 8 Diseases Nervous System, Eye and Adnexa, Ear and Mastoid Process p. 43-44</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 3 &amp; 4 DUE</b>	2 a, c
9/4		HOLIDAY		
9/5	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 9 Diseases Circulatory System p. 45-48</li> <li>Chapter 10 Diseases Respiratory System p. 49-50</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 5 -8 DUE</b>	2 a, c
9/6	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 11 Diseases Digestive System p. 51-52</li> <li>Chapter 12 Diseases Skin &amp; Subcutaneous Tissue p. 53-54</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 9 &amp; 10 DUE</b>	2 a, c
9/7	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 13 Diseases Musculoskeletal System &amp; Connective Tissue p. 55-56</li> <li>Chapter 14 Diseases of Genitourinary System p. 57-58</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 11 &amp; 12 DUE</b>	2 a, c
9/11	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 15 Pregnancy, Childbirth, and the Puerperium p. 59-60</li> <li>Chapter 16 Certain Conditions Originating in the Perinatal Period p. 61-62</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 13 &amp; 14 DUE</b>	2 a, c
9/12	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 17 Congenital Malformations, Deformations, and Chromosomal Abnormalities p. 63-64</li> <li>Chapter 18 Symptoms, Signs &amp; Abnormal Clinical &amp; Lab Findings, NEC p. 65-66</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 15 &amp; 16 DUE</b>	2 a, c
9/13	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Chapter 19 Injury, Poisoning &amp; Certain Other Consequences of External Causes p. 67-71</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapters 17 &amp; 18 DUE</b>	2 a, c
9/14	Chapter 4	Coding Workbook <ul style="list-style-type: none"> <li>Coding Quiz: ICD-10-CM p. 73-78</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Chapter 19 DUE</b>	2 a, c
9/18		Study for Test 2	<b>Coding Workbook Coding Quiz DUE</b> Study for Test 2 Complete Connect Exercises	2 a, c

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
9/19	Chapter 4	<b>Test 2 Chapter 4</b>	<ul style="list-style-type: none"> <li>Chapter 4 Workbook Due</li> <li>Complete Connect Exercises</li> <li>Read Chapter 5</li> </ul>	2 a, c
9/20	Chapter 5	Procedural Coding: CPT and HCPCS	<b>Quiz 5, Chapter 5</b> Complete Connect Exercises	2 a, c
9/21	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Modifiers p. 83</li> </ul>	Medical Coding Workbook Exercises	2 a, c
9/25	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Evaluation and Management p. 85-90</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Modifiers DUE</b>	2 a, c
9/26	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Anesthesia p. 91-92</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Evaluation &amp; Management DUE</b>	2 a, c
9/27	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>General; Integumentary System p. 95-96</li> <li>Musculoskeletal System p. 97-99</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Anesthesia DUE</b>	2 a, c
9/28	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Respiratory System p. 101-102</li> <li>Cardiovascular System p. 103-105</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook General; Integumentary &amp; Musculoskeletal DUE</b>	2 a, c
10/2	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Hemic &amp; Lymphatic Systems; Mediastinum &amp; Diaphragm p. 107-108</li> <li>Digestive Systems p. 109-110</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Respiratory &amp; Cardiovascular DUE</b>	2 a, c
10/3	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Urinary System p. 111-112</li> <li>Male Genital System; Reproductive System Procedures; Intersex Surgery p. 113-114</li> <li>Female Genital System; Maternity Care &amp; Delivery p. 115-116</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Hemic &amp; Lymphatic; Mediastinum &amp; Diaphragm; Digestive System DUE</b>	2 a, c

<b>Date/ Week</b>	<b>Chapter /Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
10/4	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>• Endocrine System; Nervous System p. 117-118</li> <li>• Eye &amp; Ocular Adnexa; Auditory System; Operating Microscope p. 119-120</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Urinary; Male Genital; Reproductive; Intersex; Female; &amp; Maternity Care &amp; Delivery DUE</b>	2 a, c
10/5	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>• Radiology Section p. 121-122</li> <li>• Pathology &amp; Laboratory Section p. 123-124</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Endocrine, Nervous, Eye &amp; Ocular, Auditory, &amp; Operating Microscope DUE</b>	2 a, c
10/9	Chapter 5	<b>MIDTERM</b> Coding Workbook <ul style="list-style-type: none"> <li>• Medicine Section p. 125-128</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Radiology &amp; Pathology &amp; Laboratory DUE</b>	2 a, c
10/10	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>• Category II Codes p. 129</li> <li>• Category III Codes p. 131-132</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Medicine DUE</b>	2 a, c
10/11	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>• HCPCS Level II National Codes &amp; Modifiers p. 133-136</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook Category II &amp; Category III DUE</b>	2 a, c
10/12	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>• Coding Quiz: CPT &amp; HCPCS</li> </ul>	Medical Coding Workbook Exercises <b>Coding Workbook HCPCS Level II &amp; Modifiers DUE</b>	2 a, c
10/16	Chapter 5	Study for Test 3 Chapter 5	Medical Coding Workbook Exercises <b>Coding Workbook CPT &amp; HCPCS Coding quiz due</b>	2 a, c
10/17	Chapter 5	<b>Test 3 Chapter 5</b>	<ul style="list-style-type: none"> <li>• Complete Connect Exercises</li> <li>• Workbook Exercises Chapter 5 DUE</li> </ul>	2 a, c

Date/ Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
10/18		Medical Coding Workbook Part 3 Auditing Linkage and Compliance <ul style="list-style-type: none"> <li>• Section 1</li> <li>• Section 2</li> <li>• Section 3</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Coding Workbook Exercises for Part 3 Sections 1-3</li> <li>• Begin working on Coding Workbook Exercises for Part 3 Sections 4-7</li> </ul>	2 a, c
10/19		Medical Coding Workbook Part 3 Auditing Linkage and Compliance <ul style="list-style-type: none"> <li>• Section 4</li> <li>• Section 5</li> <li>• Section 6</li> <li>• Section 7</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Coding Workbook Exercises for Part 3 Sections 4-7</li> <li>• Part 3 Sections 1-3 DUE at beginning of class</li> <li>• Part 3 Sections 4-7 DUE at end of class</li> <li>• Read Chapter 6</li> </ul>	2 a, c
10/23	Chapter 6	Visit Charges and Compliant Billing	<b>Quiz 6 Chapter 6</b> Complete Connect Exercises Read Chapter 7	1, 2 a, c
10/24	Chapter 7	Healthcare Claim Preparation and Transmission <b>65% POINT IN SEMESTER – LAST DAY TO RECEIVE A WITHDRAWAL</b>	<b>Quiz 7 Chapter 7</b> Complete Connect Exercises Study for Test 4	1, 2 a, c
10/25	Chapter 6 & 7	<b>Test 4 Chapters 6 &amp; 7</b>	<ul style="list-style-type: none"> <li>• Workbook Chapter 6 &amp; 7 Due</li> <li>• Connect Assignments Chapter 6 &amp; 7 Due</li> <li>• Read Chapter 8</li> </ul>	1, 2 a, c
10/26	Chapter 8	Private Payers/ACA Plans	<b>Quiz 8 Chapter 8</b> Read Chapter 9 Complete Connect Exercises	1, 2 a, c
10/30	Chapter 9	Medicare	<b>Quiz 9, Chapter 9</b> Complete Connect Exercises	1, 2 a, c
10/31	Chapter 9	Chapter 9 Continued Workbook Chapters 8 & 9	Study for Test 5 Complete Connect Exercises Complete Workbook Chapters 8 & 9	1, 2 a, c

<b>Date/ Week</b>	<b>Chapter /Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
11/1	Chapter 8 & 9	<b>Test 5 Chapters 8 &amp; 9</b>	<ul style="list-style-type: none"> <li>• Connect Assignments Ch. 8 &amp; 9 Due</li> <li>• Workbook Chapter 8 &amp; 9 Due</li> <li>• Read Chapter 10</li> </ul>	1, 2 a, c
11/2	Chapter 10	Medicaid	<b>Quiz 10, Chapter 10</b> Complete Connect Exercises Read Chapter 11	1, 2 a, c
11/6	Chapter 11	TRICARE and CHAMPVA	<b>Quiz 11, Chapter 11</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/7	Chapter 12	Workers' Compensation and Disability/Automotive Insurance	<b>Quiz 12, Chapter 12</b>	1, 2 a, c
11/8	Chapter 10-12	Workbook	Study for Test 6	1, 2 a, c
11/9	Chapter 10-12	<b>Test 6 Chapters 10-12</b>	<ul style="list-style-type: none"> <li>• Connect Assignments Chapters 10-12 Due</li> <li>• Workbook Chapters 10-12 Due</li> <li>• Read Chapter 13</li> </ul>	1, 2 a, c
11/13	Chapter 13	Payments, (RAs), Appeals, and Secondary Claims	<b>Quiz 13 Chapter 13</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/14	Chapter 14	Patient Billing and Collections	<b>Quiz 14 Chapter 14</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/15	Chapter 13 & 14	Chapter 14 Continued Workbook Chapters 13 & 14	Study for Test 7	1, 2 a, c
11/16		<b>Test 7 Chapters 13 &amp; 14</b>	<ul style="list-style-type: none"> <li>• Connect Assignments Chapters 10-12 Due</li> <li>• Workbook Chapters 13 &amp; 14 Due</li> <li>• Read Chapter 13</li> </ul>	1, 2 a, c
11/20	Chapter 15	Primary Case Studies		1, 2 a, c
11/21	Chapter 15	Primary Case Studies		1, 2 a, c
<b>11/22- 11/23</b>		<b>Thanksgiving Holiday</b>		
11/27	Chapter 15	Primary Case Studies		1, 2 a, c

<b>Date/ Week</b>	<b>Chapter /Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
11/28	Chapter 15	Primary Case Studies		1, 2 a, c
11/29	Chapter 15	Primary Case Studies		1, 2 a, c
11/30	Chapter 15	Primary Case Studies	Study for Final Exam	1, 2 a, c
12/5		FINAL EXAM		1, 2 a, c

**Competency Areas**

1. Managed Care
2. Reimbursement and Coding

**General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.