



TENTATIVE—SUBJECT TO CHANGE

MAST 1100 Medical Insurance Management HYBRID COURSE SYLLABUS Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 2/3000

Campus/Class Location: Swainsboro Campus, Building 8, Room 8166

Class Meets: Wednesday 40% Hybrid/60% Face-to-Face on Tuesday 9:00-12:00

Course Reference Number (CRN): 20245

Preferred Method of Contact: Email or In Class

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kimberly Brown, CMA(AAMA), CCS-P, CPPM

Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus Room 8168

Office Hours: by appointment only

Phone: (478) 289-2243

Fax Number: (478) 289-2336

Tutoring Hours (if applicable): By appointment only

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Understanding Health Insurance: A guide to Billing and Reimbursement 14th Edition, Green – Cengage – ISBN: 9781337554220

Cengage Unlimited in the bookstore – 12 month access

MindTap Course link <https://www.cengage.com/dashboard/#/course-confirmation/MTPPM78QNKQZ/initial-course-confirmation>

MindTap Course Key MTPP-M78Q-NKQZ

2019 Coding Manuals: International Classification of Diseases, 10th Edition, Clinical Modification (ICD-10-CM); Current Procedural Terminology (CPT); Healthcare Common Procedure Coding System, Level II (HCPCS II).

These can be rented from Chegg online (approximately \$120).

REQUIRED SUPPLIES & SOFTWARE

3 ring binder, paper, pens, highlighters, index cards

Students should not share login credentials with others and should change passwords periodically to maintain security.

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, 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

Order	Description	Learning Domain	Level of Learning
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
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

Southeastern Technical College 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.

Tests will consist of true/false, multiple choice, matching, and fill-in-the blank questions.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to

your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 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" (Failing 0-59) 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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	50%
Coding Exercises	10%
Quizzes	10%
MindTap Exercises	10%
Final Exam	20%

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

MAST 1100 Medical Insurance Management Fall Semester 2020 Lesson Plan

Weeks will begin on Thursday of each week and end on Wednesday of the following week. Graded assignments available during the designated week for you to complete by due dates are in **bold** and are **highlighted**.

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
08/18		First Day of class Review Syllabus/Lesson plan Blackboard Coding books MindTap		
Week 1 08/17 to 08/26 08/25	Chapter 1 Chapter 2	Health Insurance Specialist Career Introduction to Health Insurance Discussion/Lecture Bolded assignments available 08/17/20 at 8:00 am to 08/26/20 at 11:59 pm	Read Chapters 1 and 2 Quiz 1 Chapter 1 Quiz 2 Chapter 2 MindTap Chapters 1 and 2 Read Chapter 3 RENT CODING BOOKS for use beginning 09/15/20!!	1, 2 a, c
Week 2 08/27 to 09/02 09/01	Chapter 3	Introduction to Health Insurance Discussion/Lecture Bolded assignments available 08/27/20 at 8:00 am to 09/01/20 at 11:59 pm	Quiz 3 Chapter 3 MindTap Chapter 3 Test 1 Chapters 1-3 Read Chapters 4 and 5 **If you have not done so already, rent coding books for use beginning 09/15/20!!	1, 2 a, c
Week 3 09/03 to 09/09 09/08	Chapter 4 Chapter 5	Revenue Cycle Management Legal and Regulatory Issues Discussion/Lecture Bolded assignments available 09/03/20 at 8:00 am to 09/09/20 at 11:59 pm	Quiz 4 Chapter 4 Quiz 5 Chapter 5 MindTap Chapters 4 and 5 Test 2 Chapters 4 and 5 Read Chapter 6	1, 2 a, c
Week 4 09/10 to 09/16 09/15	Chapter 6	ICD-10-CM Coding ICD-10-CM Coding reference book overview MUST have coding books by 09/15/2020 Discussion/Lecture Appendix A Medical Terminology Review Factors Influencing Health Status External Causes of Morbidity Bolded assignments available 09/10/20 at 8:00 am to 09/16/20 at 11:59 pm	Quiz 6 Chapter 6 Work on MindTap Coding Exercises due via Blackboard	1, 2 a, c

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5 09/17 to 09/23</p> <p>09/22</p>	<p>Chapter 6</p>	<p>ICD-10-CM Coding (Continued)</p> <p><u>Discussion/Lecture</u> Infectious Diseases Neoplasms Blood and Blood-forming Organs/Immune System Endocrine, Nutritional, and Metabolic Diseases Mental, Behavioral, and Neurodevelopmental Disorders Diseases Nervous System, Eye and Adnexa, Ear and Mastoid Process</p> <p><u>Bolded assignments available 09/17/20 at 8:00 am to 09/23/20 at 11:59 pm</u></p>	<p>Coding Exercises due via Blackboard Work on MindTap</p>	<p>2 a, c</p>
<p>Week 6 09/24 to 09/30</p> <p>09/29</p>	<p>Chapter 6</p>	<p>ICD-10-CM Coding (Continued)</p> <p><u>Discussion/Lecture</u> Diseases Circulatory System Diseases Respiratory System Diseases Digestive System Diseases Skin & Subcutaneous Tissue Diseases Musculoskeletal System & Connective Tissue Diseases of Genitourinary System</p> <p><u>Bolded assignments available 09/24/20 at 8:00 am to 09/30/20 at 11:59 pm</u></p>	<p>Coding Exercises due via Blackboard Work on MindTap</p>	<p>2 a, c</p>

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 7 10/01 to 10/07</p> <p>10/06</p>	<p>Chapter 6</p>	<p>ICD-10-CM Coding (Continued)</p> <p><u>Discussion/Lecture</u> Pregnancy, Childbirth, and the Puerperium Certain Conditions Originating in the Perinatal Period Congenital Malformations, Deformations, and Chromosomal Abnormalities Symptoms, Signs & Abnormal Clinical & Lab Findings, NEC Injury, Poisoning & Certain Other Consequences of External Causes</p> <p><u>Bolded assignments available 10/01/20 at 8:00 am to 10/07/20 at 11:59 pm</u></p>	<p>Coding Exercises due via Blackboard MindTap Chapter 6 Test 3 Chapter 6 Read Chapter 7</p>	<p>2 a, c</p>
<p>Week 8 10/08 to 10/14</p> <p>10/13</p> <p>10/08</p> <p>Mid-term</p>	<p>Chapter 7</p>	<p>CPT Coding</p> <p><u>Discussion/Lecture</u> Modifiers Evaluation and Management Anesthesia</p> <p><u>Bolded assignments available 10/08/20 at 8:00 am to 10/14/20 at 11:59 pm</u></p>	<p>Quiz 7 Chapter 7 Work on MindTap Chapter 7</p>	<p>2 a, c</p>
<p>Week 9 10/15 to 10/21</p> <p>10/20</p>	<p>Chapter 7</p>	<p>CPT Coding (Continued)</p> <p><u>Discussion/Lecture</u> General; Integumentary System Musculoskeletal System Respiratory System Cardiovascular System Hemic & Lymphatic Systems; Mediastinum & Diaphragm Digestive System Urinary System Male Genital System; Reproductive System Procedures; Intersex Surgery</p> <p><u>Bolded assignments available 10/15/20 at 8:00 am to 10/21/20 at 11:59 pm</u></p>	<p>Coding Exercises due via Blackboard Work on MindTap Chapter 7</p>	<p>2 a, c</p>

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 10 10/22 to 10/28</p> <p>10/27 65% point</p>	<p>Chapter 7</p> <p>Chapter 8</p>	<p>CPT Coding (Continued)</p> <p>Discussion/Lecture</p> <p>Female Genital System; Maternity Care & Delivery</p> <p>Endocrine System; Nervous System</p> <p>Eye & Ocular Adnexa; Auditory System; Operating Microscope</p> <p>Radiology Section</p> <p>Pathology & Laboratory Section</p> <p>Medicine Section</p> <p>HCPCS Level II Coding</p> <p>Bolded assignments available 10/22/20 at 8:00 am to 10/28/20 at 11:59 pm</p>	<p>Quiz 8 Chapter 8</p> <p>Coding Exercises due via Blackboard</p> <p>MindTap Chapters 7 and 8</p> <p>Test 4 Chapter 7 and 8</p> <p>Read Chapters 9 - 11</p>	<p>2</p> <p>a, c</p>
<p>Week 11 10/29 to 11/04</p> <p>11/03</p>	<p>Chapter 9</p> <p>Chapter 10</p> <p>Chapter 11</p>	<p>CMS Reimbursement Methodologies</p> <p>Coding Compliance, Clinical Documentation Improvement, and Coding for Medical Necessity</p> <p>CMS-1500 and UB-04 Claims</p> <p>Bolded assignments available 10/29/20 at 8:00 am to 11/04/20 at 11:59 pm</p>	<p>Quiz 9 Chapter 9</p> <p>Quiz 10 Chapter 10</p> <p>Quiz 11 Chapter 11</p> <p>MindTap Chapters 9 – 11</p> <p>Test 5 Chapters 9-11</p> <p>Read Chapters 12 and 13</p>	<p>1, 2</p> <p>a, c</p>
<p>Week 12 11/05 to 11/11</p> <p>11/10</p>	<p>Chapter 12</p> <p>Chapter 13</p>	<p>Commercial Insurance</p> <p>BlueCross BlueShield</p> <p>Discussion/Lecture</p> <p>Bolded assignments available 11/05/20 at 8:00 am to 11/11/20 at 11:59 pm</p>	<p>Quiz 12 Chapter 12</p> <p>Quiz 13 Chapter 13</p> <p>MindTap Chapters 12 and 13</p> <p>Test 6 Chapters 12 & 13</p> <p>Read Chapters 14 and 15</p>	<p>1, 2</p> <p>a, c</p>
<p>Week 13 11/12 to 11/18</p> <p>11/17</p>	<p>Chapter 14</p> <p>Chapter 15</p>	<p>Medicare</p> <p>Medicaid</p> <p>Discussion/Lecture</p> <p>Bolded assignments available 11/12/20 at 8:00 am to 11/18/20 at 11:59 pm</p>	<p>Quiz 14 Chapter 14</p> <p>Quiz 15 Chapter 15</p> <p>MindTap Chapters 14 and 15</p> <p>Test 7 Chapters 14 & 15</p> <p>Read Chapters 16 and 17</p>	<p>1, 2</p> <p>a, c</p>
<p>Week 14 11/19 to 11/24</p>		<p>Thanksgiving Break</p>		

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 15 11/30 to 12/3 12/1	Chapter 16 Chapter 17	Tricare Workers' Compensation Discussion/Lecture Bolded assignments available 11/30/20 at 8:00 am to 12/03/20 at 11:59 pm	Quiz 16 Chapter 16 Quiz 17 Chapter 17 MindTap Chapters 12 and 13 Test 8 Chapters 16 & 17 Study for Final	1, 2 a, c
12/7 to 12/8		Comprehensive Final Exam available 12/7/20 at 8:00 am to 12/08/20 at 11:59 pm	Final Exam	1, 2 a, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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.

How to access your MindTap course

MAST 1100 MEDICAL INSURANCE MANAGEMENT K. BROWN FALL 2020

Instructor : Kimberly Brown

Start Date : 08/17/2020

WHAT IS MINDTAP?

MindTap empowers you to produce your best work – consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

REGISTRATION

1. Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPPM78QNKQZ/initial-course-confirmation>
2. Follow the prompts to register your MindTap course.

PAYMENT

After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 08/31/2020 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class:

<https://www.cengage.com/dashboard/#/course-confirmation/MTPPM78QNKQZ/initial-course-confirmation>

SYSTEM CHECK

To check whether your computer meets the requirements for using MindTap, go to

<http://ng.cengage.com/static/browsercheck/index.html>

Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.