



## **SUBJECT TO CHANGE**

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

### **COURSE INFORMATION**

Credit Hours/Minutes: 2/3000

Campus/Class Location: Vidalia Campus/Gillis Building Room 735

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

Course Reference Number (CRN): 20260

### **INSTRUCTOR CONTACT INFORMATION**

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

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

Campus/Office Location: Vidalia Campus/Gillis Building Room 731

Office Hours: M-R 2:30-5:30

Phone: (912) 538-3195

Fax Number: (912) 538-3106

Tutoring Hours (if applicable): By appointment only.

### **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**

Medical Insurance: A Revenue Cycle Approach Connect Access 7<sup>th</sup> Edition – McGraw-Hill with Connect Access  
ISBN: 9781259683060

Medical Coding Workbook for Physician Practices and Facilities 8<sup>th</sup> Edition – McGraw-Hill  
ISBN: 9781259630026

### **REQUIRED SUPPLIES & SOFTWARE**

3 ring binder

Pens

Paper

Highlighter

ICD Coding Book (available from Stephannie)

**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, Comp 1000, ENGL 1010

## **COURSE OUTLINE**

### **Managed Care**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
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	Affective	Responding

Order	Description	Learning Domain	Level of Learning
	providers regarding third party requirements. (VIII.A.2)		
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.

## **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” (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.

## **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

## **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" is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester.

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 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>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## 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

<b>Assessment/Assignment</b>	<b>Percentage</b>
Unit Tests	60%
Coding Exercises/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

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/13		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
8/14	Chapter 1	Introduction to the Revenue Cycle	<b>Quiz 1, Chapter 1</b> Read Chapter 2 Complete Connect Exercises	1, 2 a, c
8/15	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
8/16	Chapter 2	Continued	Read Chapter 3 Complete Connect Exercises	1, 2 a, c
8/20	Chapter 3	Patient Encounters and Billing Information	<b>Quiz 3, Chapter 3</b> Complete Connect Exercises	1, 2 a, c
8/21	Chapter 3	Chapter 3 Continued	Study for Test 1	1, 2 a, c
8/22		<b>Test 1 Chapters 1-3</b>	<ul style="list-style-type: none"> <li>• Connect Assignments Due</li> <li>• Read Chapter 4</li> </ul>	1, 2 a, c
8/23	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
8/27	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
8/28	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
8/29	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
8/30	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
9/3		HOLIDAY		



<b>Date/ Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
9/4	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
9/5	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
9/6	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
9/10	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
9/11	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
9/12	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
9/13	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
9/17		Study for Test 2	<b>Coding Workbook Coding Quiz DUE</b> Study for Test 2 Complete Connect Exercises	2 a, c
9/18	Chapter 4	<b>Test 2 Chapter 4</b>	<ul style="list-style-type: none"> <li>Complete Connect Exercises</li> <li>Read Chapter 5</li> </ul>	2 a, c
9/29	Chapter 5	Procedural Coding: CPT and HCPCS	<b>Quiz 5, Chapter 5</b> Complete Connect Exercises	2 a, c
9/20	Chapter 5	Coding Workbook <ul style="list-style-type: none"> <li>Modifiers p. 83</li> </ul>	Medical Coding Workbook 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>
9/24	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
9/25	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
9/26	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
9/27	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
10/1	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
10/2	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
10/3	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
10/4	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
10/8	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

<b>Date/ Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
10/9	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
10/10	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
10/11	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
10/15	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
10/16	Chapter 5	<b>Test 3 Chapter 5</b>	<ul style="list-style-type: none"> <li>• Connect Exercises DUE</li> </ul>	2 a, c
10/17		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
10/18		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
10/22	Chapter 6	Visit Charges and Compliant Billing	<b>Quiz 6 Chapter 6</b> Complete Connect Exercises Read Chapter 7	1, 2 a, c
10/23	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
10/24	Chapter 6 & 7	<b>Test 4 Chapters 6 &amp; 7</b>	<ul style="list-style-type: none"> <li>• Connect Assignments Chapter 6 &amp; 7 Due</li> <li>• Read Chapter 8</li> </ul>	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>
10/25	Chapter 8	Private Payers/ACA Plans	<b>Quiz 8 Chapter 8</b> Read Chapter 9 Complete Connect Exercises	1, 2 a, c
10/29	Chapter 9	Medicare	<b>Quiz 9, Chapter 9</b> Complete Connect Exercises	1, 2 a, c
10/30	Chapter 9	Chapter 9 Continued	Study for Test 5 Complete Connect Exercises	1, 2 a, c
10/31	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>Read Chapter 10</li> </ul>	1, 2 a, c
11/1	Chapter 10	Medicaid	<b>Quiz 10, Chapter 10</b> Complete Connect Exercises Read Chapter 11	1, 2 a, c
11/5	Chapter 11	TRICARE and CHAMPVA	<b>Quiz 11, Chapter 11</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/6	Chapter 12	Workers' Compensation and Disability/Automotive Insurance	<b>Quiz 12, Chapter 12</b>	1, 2 a, c
11/7	Chapter 10-12		Study for Test 6	1, 2 a, c
11/8	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>Read Chapter 13</li> </ul>	1, 2 a, c
11/12	Chapter 13	Payments, (RAs), Appeals, and Secondary Claims	<b>Quiz 13 Chapter 13</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/13	Chapter 14	Patient Billing and Collections	<b>Quiz 14 Chapter 14</b> Complete Connect Exercises Read Chapter 12	1, 2 a, c
11/14	Chapter 13 & 14	Chapter 14 Continued	Study for Test 7	1, 2 a, c
11/15		<b>Test 7 Chapters 13 &amp; 14</b>	<ul style="list-style-type: none"> <li>Connect Assignments Chapters 10-12 Due</li> <li>Read Chapter 13</li> </ul>	1, 2 a, c
11/19	Chapter 15	Primary Case Studies		1, 2 a, c
11/20	Chapter 15	Primary Case Studies		1, 2 a, c
<b>11/21</b> -		<b>Thanksgiving Holiday</b>		
<b>11/22</b>				
11/26	Chapter 15	Primary Case Studies		1, 2 a, c
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	Study for Final Exam	1, 2 a, c
12/3	Chapter 15	Primary Case Studies	Study for Final Exam	1,2 a,c
12/4- 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.