

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**BCIS 63 - Introduction to Medical Billing**

**3 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Reading Level IV; English Level III; Math Level II and ALH 104 and BCIS 62

**Transfer Status:** CSU

51 hours Lecture

This course introduces students to the billing techniques used in medical outpatient facilities. The focus of the course will be on the accurate preparation and maintenance of clinical records and medical documentation. Students analyze private insurance plans, Medicare, Medi-Cal, and Worker's Compensation, as well as properly complete the Centers for Medicare and Medicaid Services (CMS) 1500 claim form used in medical outpatient facilities. Topics include working with specific insurance companies, filing clean (error-free) claims, submitting denied claims, utilizing effective collection strategy, and handling the appeal process.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Analyze Compliance Alerts and HIPAA Regulations in relation to proper medical insurance billing techniques.
- B. Explain the importance of clinical records and medical documentation for creating claims.
- C. Compare and contrast the various health insurance plans and their requirements for medical billing.
- D. Create and complete clean (error-free) claim billing insurance forms (CMS-1500) utilizing proper diagnostic and procedural codes.
- E. Explain the techniques of handling collections.

### III. COURSE CONTENT

#### **A. Unit Titles/Suggested Time Schedule**

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Introduction to Medical Billing	4.00
2. Clinical Records, Medical Documentation, and Audits/Reviews	9.00
3. Completing the CMS-1500 Form	7.00
4. Medical Billing Procedures, and Resubmissions utilizing the CMS-1500 Form	7.00
5. Medical Practice Accounting for Handling Collections.	6.00
6. Guidelines for Working with Public Health Insurance Programs	9.00
7. Guidelines for Working with Private Health Insurance Programs	9.00
Total Hours	51.00

#### **IV. METHODS OF INSTRUCTION**

- A. Lecture
- B. Class Activities
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Discussion

#### **V. METHODS OF EVALUATION**

- A. Exams/Tests
- B. Projects
- C. Performance Examinations
- D. Short papers

#### **VI. EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
  - 1. Read an article on "Ethical and Legal Issues of Medical Billing." Define ethics and outline the ethical standards set by the American Medical Association that providers should follow. Be prepared to share your findings with your class.
  - 2. Read an article on "Clinical Records and Medical Documentation" and be prepared to discuss the importance of the 15 rules of medical documentation with your class.
- B. Writing Assignments
  - 1. In a one-page paper, complete the following statement and provide additional information to justify your answer: "If you needed to verify a diagnosis, affected body area, or spelling of terms and definitions, you would probably refer to the . . . ."
  - 2. In a one-page paper, describe the biller's responsibilities in handling office collections and the reports created.
- C. Out-of-Class Assignments
  - 1. Given a client's insurance contract and medical documentation indicating diagnosis and treatment, complete a clean CMS-1500 Claim Form Matrix.
  - 2. Create a spreadsheet identifying the features for each of the medical insurance plans--Medicare/Medicaid, Worker's Compensation, Health Maintenance Organizations, and Preferred Provider Organizations. Be prepared to share your spreadsheet with your class.

#### **VII. RECOMMENDED MATERIALS OF INSTRUCTION**

##### Textbooks:

- A. Fordney, Marilyn . Insurance Handbook For Medical Office. 13th Edition. Saunders, 2014.
- B. Fordney, Marilyn. Insurance Handbook for Medical Office, Student Workbook. 13th Edition. Saunders, 2014.

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