**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

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| **Daily/Weekly Lesson Plan Outline – 3 weeks / 30 Clock Hrs. / 30 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Medical Assistant** | | | | **01/04/2016** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **MAS 106** | **Fundamental Of Medical Insurance** | | | **30** | **30** |
| **COURSE DESCRIPTION:**  In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient’s file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.  **Prerequisite: None**  **Required Resources:**  **Text Books*:*** KINN’S The Medical Assistant. 12 Edition . Deborah B. Proctor. Alexandra P. Adams. Chapters 18, 19, 20, 21, 22  Other Books Required: ICD-9, CPT  **Learning Resources Center materials are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  **Mode of Delivery:**  Residential  **Equipment/Technology/Software**  Utilization of power point presentations, media center websites, reference materials, and other technology as available  **Course objectives/Competencies:** At the end of the course, students will be able to:   * Use the ICD-9 codes properly while working in a medical facility * Differentiate E codes from V codes * Use the different volumes of the IDC-9 book * Identify the different sections of the CPT book * Describe the coding process * Describe the different types of Health Insurance including individual policies, government plans * Describe the different types of insurance benefits * Complete a CMS-1500 Form * Follow guidelines for claim submissions * Determine fees | | | | | |
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|  | **Objectives to be covered** | **Lecture/ Labs/ Activities** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | Basic Diagnostic Coding | **Lecture:**   1. Explaining the purposes of the ICD-9-CM. 2. Explaining the proper use of the ICD-9-CM. 3. Describing the ICD-9 Codes: Tubular Index (Volume 1)    1. Alphabetic Index (Volume2) 4. Explaining the steps in ICD-9 Coding and   special coding Instructions: Coding of Signs and Symptoms.   1. Explaining : Coding Neoplasms, Coding for the Circulatory System, Coding Injuries, and Coding Fractures and Burns | Book Exercise |
| **Day 2** | Basic Diagnostic Coding | **Lecture:**   1. Explaining the use of E codes and V codes, how to use the Table of drugs and chemicals   **Laboratory:**  Finding Diagnosis codes | Book Exercise |
| **Day 3** | ICD-9 Practice | **Laboratory:**  Finding Diagnosis codes  Using E codes and V codes  Using table of drugs and chemicals | Coding Exercise |
| **Day 4** | ICD-9 Practice  CPT  Procedural Coding | **Lecture:**   1. Explaining the steps for abstracting procedural data from clinical documentation. 2. Identifying and list main purposes and sections of the CPT book 3. Explaining the importance of modifiers. 4. Using the Appendixes 5. Describing the Beginning the Coding Process   **Laboratory:**  Finding Diagnosis Codes | Coding Exercise  Book Exercise  Group practice:  Coding Medical Procedures. |
| **Week 2** |  |  |  |
| **Day 1** | CPT  Procedural Coding | **Lecture:**   1. Explaining how to use the Alphabetic Index 2. Explaining the steps in using the Tubular Index, Surgery Coding, Anesthesia Coding, and Radiology Coding 3. Explaining how to use Pathology and Laboratory Section 4. Describing Legal and Ethical Issue | Quiz #1  Group Practice:  Using CPT |
| **Day 2** | CPT  Procedural Coding | **Laboratory:**  Using the CPT book Practice | Codes |
| **Day 3** | Health Insurance | **Lecture:**   1. Explaining the purpose of Health Insurance 2. Describing the Impact of Insurance Billing on The Medical Office 3. Explaining the cycle of Health Insurance 4. Describing the different types of Health Insurance: Group Policies 5. Describing Individual Policies 6. Describing the characteristics of Government Plans such as TRICARE, Medicaid, Medicare, Workers’ Compensation 7. Explaining the concept of Basic Medical Coverage 8. Explaining the types of Insurance Benefits: Disability Protection, Hospitalization, Surgical. | Book Exercise |
| **Day 4** | Health Insurance | **Lecture:**   1. Explaining the concept of Health Insurance Providers 2. Explaining the Models of Managed Care: HMO, PPO, IPA, EPO 3. Explaining the characteristics of Blue Cross and Blue Shield 4. Explaining the specific characteristics of Medicaid 5. Characteristics of Medicare Parts A, B, C and D 6. Describing the Verification of Eligibility and Benefits Form 7. Describing the term Fee Schedule 8. Explaining the terms Deductibles and Co-Insurance 9. Explaining the Health Insurance Claim Form: Types of Claims and the Information required for completion of CMS-1500 Form.   **Midterm test** | Book Exercise  Midterm  Claim Forms |
| **Week 3** |  |  |  |
| **Day 1** | Claim Forms | **Laboratory:**  Completing the CMS-1500 Form  Sections of the form | Claim Forms |
| **Day 2** | Claim Form | **Lecture:**   1. Explaining the guidelines for Claim Form review before submission. 2. Explaining the ways to prevent Claim Rejection 3. Explaining how to check Claim Status   **Laboratory:**  Completing Claim Form | Claim Forms |
| **Day 3** | Professional Fees, Billing and Collecting  Review | **Lecture:**   1. Explaining how fees are determined 2. Explaining fees to a patient 3. Describing Professional Courtesy 4. Describing Collection Procedures 5. Explaining how to write and use Collection letters and reminders 6. Explaining the use of Outside collection services   **Laboratory:**  Study Guide Questions  Going over the questionnaire answer | Book Exercise  Study Guide |
| **Day 4** | Final Test | **Activity:**  Test  Discussion of Test results | Final test |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

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| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final Grade Calculation Criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module.

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.