# Coding & Insurance (HITT 1213 2B3)

**CREDIT**
2 Semester Credit Hours (1 hours lecture, 2 hours lab)

**MODE OF INSTRUCTION**
Online

**PREREQUISITE/CO-REQUISITE**:

HITT 1301; 1305 Completed the Online Orientation and answered 7+ questions correctly on the Online Learner Self-Assessment:
http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

**COURSE DESCRIPTION**
An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. *This course is time-bound, structured, and completed totally online.*

**COURSE OBJECTIVES**
Upon completion of the course, the student should be able to:

1. Apply ICD and CPT rules and guidelines to complete claims forms for submission

   *Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.*

**INSTRUCTOR CONTACT INFORMATION**

| | |
|---|---|
| Instructor: | Staci Waldrep, MS, RHIT |
| Email: | smwaldrep@lit.edu |
| Office Phone: | 409.839.2918 or 409.247.5262 |
| Office Location: | MPC 247 |
| Office Hours: | Monday – Thursday (9:00 – 1:00); Friday (By Appointment) |

**REQUIRED TEXTBOOK AND MATERIALS**

- Clack, C., Renfroe, L. and Rimmer, M., *Medical Billing 101, 2nd edition,* Cengage Learning
  a. ISBN: 978-1-133-93681-7
2. Computer with high-speed internet access.

Approved: SW/1.13.23

3. VLAB Access (Instructor will provide.)

**ATTENDANCE POLICY**
1. Students must log onto Blackboard and access this course a minimum of 3 times per week.

    a. All exams will be taken on the scheduled dates.
    b. All assignments are due when stated.
    c. If there is an extenuating circumstance, please reach out to the instructor for establishing a plan of action on making up the missed assignments/exams. Extenuating circumstances will be determined on an individual case-by-case basis.

**DROP POLICY**
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

**STUDENT EXPECTED TIME REQUIREMENT**
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

**COURSE CALENDAR**

| DUE DATE | TOPIC | READINGS (Due on this Date) | ASSIGNMENTS (Due on this Date) |
|---|---|---|---|
| 3.22.23 Wednesday | Course Introduction | | o Review Netiquette<br>o Review Syllabus<br>o Review Textbook Info. and purchase<br>o Download Lockdown Browser<br>o Complete Practice Exam<br>o Click on Intro to Blackboard (Course Introduction) Home Page: Start Here [left side menu]<br>o Submit Introduction Discussion |

| Date | Topic | Reading | Assignments |
|---|---|---|---|
| 03.30.23 Thursday | Working as a Provider-Based Medical Coder<br><br>Overview of the Health Insurance Payment System<br><br>The Codes (ICD-0, ICD-10, CPT, HCPCS Level II, and Modifiers) | o Chapter 1 Pp. 1 – 8<br><br>o Chapter 2 Pp. 9 – 20<br><br>o Chapter 3 Pp. 21 – 36 | o Ch. 1 Assignment<br>o Certification Research Lab<br><br>o Ch. 2 Assignment<br>o Insurance Plans Lab<br><br>o Ch. 3 Assignment<br>o Encoder Introduction Lab |
| 03.31.23 Friday | Module 1: Exam 1 | | Exam 1 (Chapters 1 – 3)<br>Module 1 Discussion |
| 4.13.23 Thursday | The Forms (Patient Registration, Superbill and Hospital Sheet)<br><br>The Heart of Medical Billing: The CMS-1500 Form<br><br>Billing for Office Services and Procedures | o Chapter 4 Pp. 37 – 48<br><br>o Chapter 5 Pp. 49 – 64<br><br>o Chapter 6 Pp. 65 –76 | o Ch. 4 Assignment<br>o Referencing the Encoder Lab<br><br>o Chapter 5 Assignment<br>o CMS-1500 Lab<br><br>o Chapter 6 Assignment<br>o CMS-1500 Form for Office Visit/Consult Lab |
| 4.14.23 Friday | Module 2: Exam 2 | | o Exam 2 (Chapters 4 – 6)<br>o Module 2 Discussion |
| 4.27.23 Thursday | Billing for Inpatient and Nursing Facility Services<br><br>Electronic Claims Submissions and Clearinghouses<br><br>EOBS and Payments | o Chapter 7 Pp. 77 – 90<br><br>o Chapter 8 Pp. 91 – 96<br><br>o Chapter 9 Pp. 97 – 108 | o Ch. 7 Assignment<br>o HCFA-1500 Claim Form Lab<br><br>o Ch. 8 Assignment<br>o Impress Me! Lab<br><br>o Ch. 9 Assignment<br>o EOB Lab |
| 4.28.23 Friday | Module 3: Exam 3 | | o Exam 3 (Chapters 7 – 9)<br>o Module 3 Discussion |
| 5.4.23 Thursday | Denials and Appeals | o Chapter 10 | o Ch. 10 Assignment<br>o Denied Claims Exercise |

| | Maintaining Accounts Receivable, Aging Reports, and Rebilling<br><br>Collections and the State Insurance Commissioner | o Chapter 11<br><br><br><br>o Chapter 12 | o Ch. 11 Assignment<br>o Claims Follow-Up Lab<br><br><br><br>o Ch. 12 Assignment<br>o Collection Policy Lab |
|---|---|---|---|
| 5.5.23 Friday | Module 4:  Exam 4 | | o Exam 4 (Chapters 10 – 12)<br>o Module 4 Discussion |
| **5.8.23 Monday** | **Comprehensive Final Exam** | | o **Final Exam (Chapters 1 – 12)** |

## COURSE EVALUATION

Final grades will be calculated according to the following criteria:

| | |
|---|---|
| Discussions/Participation | 20% |
| Course assignments/Labs | 20% |
| Unit Exams (4) | 45% |
| Comprehensive Final Exam | 15% |

## GRADE SCALE
- 90 - 100   A
- 80 - 89    B
- 70 - 79    C
- 60 - 69    D
-  0 - 59    F

LIT does not use +/- grading scales

## ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

## TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements.  A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

**DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

**STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

**STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

**ADDITIONAL COURSE POLICIES/REQUIREMENTS**

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All assignments and exams will be taken on scheduled dates.  If an assignment or exam is submitted late, then an automatic -11 points will be deducted from your grade.
3. All assignments are due when stated. If an assignment or exam is submitted late, the deadline to submit late work is 7 days after the original due date with the penalty points assigned.  Any work submitted 7 days after the original due date will be given a zero.
4. Students can complete this course without physically visiting the institution offering the course.

5.  The student will post discussions as instructed along with any other assignments instructed to complete.
6.  The student will search for current related topics and submit them as part of assignment/discussion.
7.  The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
8.  The student will complete the comprehensive final exam at the posted time.
9.  Students must respect one another and all faculty.
10. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
11. Cheating of any kind will not be tolerated.
12. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
13. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
14. The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday.  Assignment grades will be published within 1 week of the assignment due date.

**FAQs**

1.  **How quickly are assignments graded in this class?**

    Assignments are graded usually within one week.

2.   **How do I know what grade I made on an assignment?**

    Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3.   **How do I study for exams?**

    Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

    You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4.  **What time are my assignments/exams/discussions due?**

    All assignments, labs, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.