



**LAMAR INSTITUTE
OF TECHNOLOGY**

Coding & Insurance HITT 1213 2A3

INSTRUCTOR CONTACT INFORMATION

Instructor: Tena Cobb, RHIT
Email: tmcobb@lit.edu
Office Phone: 409-247-0328
Office Location: Multipurpose Center (MPC) 248
Office Hours: Monday – Thursday 8:00 am- 3:00pm, Friday 8:00-10:00 am

CREDIT

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

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

HITT 1301, HITT 1305. Complete the Online Orientation and answer yes to 7+ questions 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 this course, the student will be able to

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.

REQUIRED TEXTBOOK AND MATERIALS

- Clack, C., Renfro, 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.
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	Material & Assignments	
March 21	Intro to Blackboard (Course Introduction) Home Page: Start Here Discussions: Introductions Syllabus & Textbook	Download Lockdown Browser Practice Exam Introduction Discussion Board Purchase Textbook: Medical Billing 101 2 nd Edition	
March 30	Module 1: Chapter 1 Chapter 1: Working as a Provider-Based Medical Coder	Chapter 1 Assignment Certification Research Lab Pp. 1 - 8	
March 30	Module 1: Chapter 2	Chapter 2 Assignment	

	Chapter 2: Overview of the Health Insurance Payment System	Insurance Plans Lab Pp. 9 – 20		
March 30	Module 1: Chapter 3 Assignment Chapter 3: The Codes (ICD-0, ICD-10, CPT, HCPCS Level II, and Modifiers)	Encoder Introduction Lab Pp. 21 – 36		
March 31	Module 1: EXAM 1	Exam 1 (Chapters 1 – 3) Module 1 Discussion Board		
April 13	Module 2: Chapter 4	Chapter 4 Assignment Referencing the Encoder Lab Pp. 37 – 48		
April 13	Module 2: Chapter 5: The Heart of Medical Billing: The CMS-1500 Form	Chapter 5 Assignment CMS-1500 Lab Pp. 49 – 64		
April 13	Module 2 Chapter 6: Billing for Office Services and Procedures	Chapter 6 Assignment CMS-1500 Form for Office Visit/Consult Lab Pp. 65 –76		
April 14	Module 2: EXAM 2	Exam 2 (Chapters 4 – 6) Module 2 Discussion Board		
April 27	Module 3 Chapter 7: Billing for Inpatient and Nursing Facility Services	Chapter 7 Assignment HCFA-1500 Claim Form Lab Pp. 77 – 90		
April 27	Module 3 Chapter 8: Electronic Claims Submissions and Clearinghouses	Chapter 8 Assignment Impress Me! Lab Pp. 91 – 96		
April 27	Module 3 Chapter 9: EOBS and Payments	Chapter 9 Assignment EOB Lab		

		Pp. 97 – 108		
April 28	Module 3: EXAM 3	Exam 3 (Chapters 7 – 9) Module 3 Discussion Board		
May 4	Module 4 Chapter 10: Denials and Appeals	Chapter 10 Assignment Denied Claims Exercise Pp. 109 – 120		
May 4	Module 4 Chapter 11: Maintaining Accounts Receivable, Aging Reports, and Rebilling	Chapter 11 Assignment Claims Follow-Up Lab Pp. 121 - 128		
May 4	Module 4 Chapter 12: Collections and the State Insurance Commissioner	Chapter 12 Assignment Collection Policy Pp. 129 - 144		
May 5	Module 4: EXAM 4	Exam 4 (Chapters 10 – 12) Module 4 Discussion Board		
May 8	COMPREHENSIVE FINAL EXAM	Comprehensive Final Exam (Chapters 1 – 12)		

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Participation/Discussions 20%
- Course Assignments/Quizzes 20%
- Unit Tests 45%
- Final Exam 15%
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GRADING 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/INFORMATION

2. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
3. Cheating of any kind will not be tolerated. If proven to have cheated, a grade of “0” will be assigned and possible expulsion from the class and/or program.
4. Additional course policies are outlined in “Syllabus Addendum” provided at the beginning of the semester.
5. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
6. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
7. **INSTRUCTOR RESPONSE:**
 - a. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday with the exception of weekends, holidays, and if out of the office due to training/sickness.
 - b. Assignment grades will be published within 2 weeks of the assignment due date.