MDCA 1443
Medical Insurance
Spring 2026

LAMAR INSTITUTE OF TECHNOLOGY

INSTRUCTOR CONTACT INFORMATION
Instructor: TAMANNA ASSIH
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Office Phone: 409-241-7502
Office Location: WATC 332
Office Hours: Wednesday 9-12, Thursday 3-4:30

CREDIT
SCH 4 *(3 hours lecture, 3 hours lab)*

MODE OF INSTRUCTION
Face to Face/ Online

PREREQUISITE/CO-REQUISITE
None

COURSE DESCRIPTION
Emphasizes medical office coding for payment and reimbursement by patient or third party payers for health care settings.

COURSE OBJECTIVES
Code procedures and bill for services using both electronic and manual methods; compare and contrast insurance plans; describe the revenue cycle; and define common terms used to file third party reimbursement forms.

Upon completion of this course, the student will be able to
• Identify and explain major types of health insurance plans
• Accurately complete insurance claim forms
• Apply ICD-10-CM and CPT/HCPCS codes to patient scenarios
• Interpret Explanation of Benefits (EOB) documents
• Manage patient billing, collections, and financial policies
• Demonstrate ethical and professional behavior in financial interactions

REQUIRED TEXTBOOK AND MATERIALS
o Medical Assisting: Administrative and Clinical Procedures. ISBN with the Connect access is 9781266765377
o **Access to McGraw Hill Connect is mandatory**

- o **Proctorio Chrome Lockdown Browser is mandatory to take any tests in Connect**
- o Access to LIT's Blackboard LMS is mandatory
- o Coding manuals (ICD-10-CM, CPT, HCPCS) – digital or print
- o [ICD-10-CM | Classification of Diseases, Functioning, and Disability | CDC](#)

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specific 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

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1/23 Week 1	• Syllabus • Start Here Module • Module 1 Intro to Medical Insurance	Ch 17 and Ch 17 Homework	Syllabus Quiz Ch 17 Quiz Due 1/29 **Late Registration Ends 1/23**
1/30 Week 2	Module 2 Insurance Plans and Billing	Ch 17 and Ch 17 Homework	Ch 17 Quiz Due 2/5
2/6 Week 3	Module 3 ICD 10- CM Coding	Ch 18 and Ch 18 Homework	Ch 18 Quiz Due 2/12
Week 4 2/13	Module 4 CPT / HCPS Coding	Ch 19 and Ch 19 Homework	Ch 19 Quiz Due 2/19 **Last to drop without penalty 2/20**
Week 5 2/20	**Module 5 Midterm Exam**	**Review**	**Midterm Exam Due 2/26**
Week 6 2/27	Module 6 EOB & Reimbursement	Ch 17 and Ch 17 Homework	Ch 17 Quiz Due 3/5

Week 7 3/6	Module 7 Patient Collections Module 8 Financial Management	Ch 20 and Ch 20 Homework Week 7 Week 8	Ch 20 Quiz 1 (week7) Quiz 2 (week 8) Due 3/19
Week 8 3/13	**Spring Break**	**No Classes**	
Week 9 3/20	Module 9	Integrated Practice	Due 3/26
Week 10 3/27	Module 10 and Module 11	Integrated Practice	Due 4/10
Week 11 4/3	**Good Friday**	**No Classes**	**Last to drop with penalty 4/13**
Week 12 4/10	Module 12	Integrated Practice	Due 4/16
Week 13 4/17	Module 13	Integrated Practice	Due 4/23
Week 14 4/24	Module 14	Integrated Practice	Due 4/30
Week 15 5/1	Module 15	Final Project Lab	Due in Blackboard 5/5 **Last day of class 5/6**
5/7	**Final Exam**		**Due 5/9**

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

GRADE BREAKDOWN

- **Lecture 60%**
- Quizzes 10 %
- Homework 10%
- Midterm 20%
- Final 20%

- **Lab 40%**
- Integrated Games and Assignments Participation 20%
- Final Lab Project (Must submit in Blackboard) 20%

GRADE SCALE

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

TECHNICAL REQUIREMENTS

For the latest technical requirements, including hardware, compatible browsers, operating systems, etc., review the Minimum Computer and Equipment Requirements on the LIT Online Experience page. 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.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

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.

ADDITONAL COURSE POLICIES/INFORMATION

These policies are designed to promote fairness, accountability, and academic success. Students are expected to read and follow all guidelines outlined in the LIT Catalog and Student Handbook.

1. No food, drinks, or use of tobacco products in class.

2. Cellphones, MP3 players, tablets, notebook/netbook(s) and any other electronic devices must be turned off while in class.

3. Do not bring children to class.

4. No late assignments will be accepted. Any assignment submitted after the Blackboard cut-off time will result in a '0'. Make-up work is at the discretion of the instructor and will only be granted with excused absences; students must initiate the request in person and not via email.

5. Tests/ Exams: Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.

6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

7. A grade of 'C' or better must be earned in this course for credit toward degree Requirement.

8. All assignments will be completed using Blackboard/ Connect. Assignment may not be submitted via email.

9. Attendance: Students should be present and punctual for all lab classes. It is your responsibility to sign in beginning of each class to mark attendance. Any missed sign-up will result in an absence. Any assignment missed due to absence will result in a zero.

10. Tardiness: If tardy, enter quietly and do not disturb the class. Students that are tardy or miss a class are responsible for all work and/or discussion missed. The student is responsible for obtaining missed material from a classmate. Do not expect your instructor to repeat a lecture & do not interrupt your instructor.

11. Do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.

12. Refrain from "surfing" the Web during class, unless directed by your instructor