

Coding & Insurance (HITT 1213) Online



Credit 2 semester credit hour (2 hours lecture)

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.*

Required Textbook and Materials

1. Clack, C., Renfro, L. and Rimmer, M., *Medical Billing 101, 2nd edition*, Cengage Learning
 - a. ISBN: 9781305813427
2. Computer with high-speed internet access.

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

Course Outline

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| <p>A. Working as a Provider-Based Medical Coder</p> <ol style="list-style-type: none">1. What is a Medical Biller?2. Work Environments3. Importance of Certification4. Membership in an Organization5. Continuing Education Units (CEUs) and Certification <p>B. Overview of the Health Insurance Payment System</p> <ol style="list-style-type: none">1. A Bit of History2. Health Insurance3. The Identification Card4. Types of Health Insurance Plans5. Types of Coverage <p>C. The Codes (ICD-0, ICD-10, CPT, HCPCS Level II, and Modifiers)</p> <ol style="list-style-type: none">1. Learning a New Language2. ICD-9-CM Coding System3. ICD-10-CM/PCS Coding System4. Modifiers | <ol style="list-style-type: none">5. A Word about Fraud <p>D. The Forms (Patient Registration, Superbill, and Hospital Sheet)</p> <ol style="list-style-type: none">1. Patient Registration Form2. The Superbill3. Hospital Billing4. Nursing Home Visits5. Home Visits6. Frequency of Billing <p>E. The Heart of Medical Billing: The CMS-1500 Form</p> <ol style="list-style-type: none">1. Introduction2. Claim Filing Instructions <p>F. Billing for Office Services and Procedures</p> <ol style="list-style-type: none">1. Gathering Data2. Determining Modifier Usage <p>G. Billing for Inpatient and Nursing Facility Services</p> <ol style="list-style-type: none">1. Inpatient Billing for Provider Services |
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HITT 1211
Course Syllabus

- 2. Billing for Nursing Facility Services
- H. Electronic Claims Submissions and Clearinghouses
 - 1. Billing via “Snail Mail”
 - 2. Electronic Claims Submission
 - 3. The Role of a Clearinghouse
 - 4. Electronic Data Interchange (EDI)
 - 5. Benefits of Electronic Claims Submission
 - 6. Medical Billing via the World Wide Web
- I. EOBS and Payments
 - 1. Filing a Clean Medical Claim
 - 2. Payment of the Claim
 - 3. Deciphering the Explanation of Benefits
 - 4. Adjustments to Patient Accounts
- J. Denials and Appeals
 - 1. The Rejected Claim
 - 2. The Denied Claim
- K. Maintaining Accounts Receivable, Aging Reports, and Rebilling
 - 1. Maintaining the Accounts Receivable
 - 2. The Aging Process
 - 3. Rebilling
 - 4. Follow-Up
- L. Collections and the State Insurance Commissioner
 - 1. The Need to Collect
 - 2. Insurance Companies Beware

Grade Scale

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

Course Evaluation

Final grades will be calculated according to the following criteria:

Participation/Discussions	20%
Course Assignments/Quizzes	20%
Unit Exams (4)	45%
Comprehensive Final Exam	15%

Course Policies:

- 1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
- 2. Students must log onto Blackboard and access this course a minimum of 3 times per week.
- 3. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
- 4. 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.
- 5. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
- 6. All assignments are due when stated. Late assignments are not accepted.
- 7. Additional course policies are outlined in “Classroom Policies” provided at the beginning of the semester.

8. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
9. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
- 10. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an “F” grade for the course.**
11. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday with the exception of weekends and holidays. Assignment grades will be published within 2 weeks of the assignment due date.

Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>

A functional internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

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 or obtained in print upon request at the Student Services Office.