Medical Insurance for Pharmacy Technicians (PHRA 1240)

Credit: 2 semester credit hours (2 hours lecture)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
Complete the TSI Assessment Tests with 343/Mathematics, 347/Reading, and 357/4/Writing

COURSE DESCRIPTION
Overview of third-party payment and its impact on health care. Includes the principles and practices of managed care pharmacy, Medicaid, payment plans, reimbursement methods, and formularies.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1.   Discuss and compare the benefits of managed care.
2.   Identify the needs of individuals who are not insurance-eligible.
3.   Describe pricing schedules and demonstrate effective problem-solving skills.
4.   Communicate with third-party administrators related to coverage and eligibility.

INSTRUCTOR CONTACT INFORMATION
Instructor: S.J. Lewis, M. Ed., BGS, RPhT, CPhT

Email: sjlewis@lit.edu

Office Phone: 409-257-0060

Office Location: 3871 Stagg Drive, Suite 194, Beaumont, Texas 77701

Office Hours: Wednesdays 10 am -2 pm
                         Fridays 10 am – 12 pm or by appointment

REQUIRED TEXTBOOK AND MATERIALS
- Medical Insurance for Pharmacy Technicians
  ISBN-13: 978-0-07-337416-1
  Author(s): Cynthia Newby & Janet Liles
  McGraw-Hill Publishing

ATTENDANCE POLICY
Attendance Policy: Class attendance is important to ensure that a student receives the knowledge and skills necessary to be successful in the Pharmacy Technology program. Students are expected to be in class on time. When it becomes necessary to miss a session, it is the responsibility of the student to contact the instructor and to inquire about assignments. I will not distribute the PowerPoints missed. The student must get the notes from a classmate or access

Approved: SJL 08/01/2023

DROP POLICY
If you wish to drop a course, you are 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.

COURSE CALENDAR

Week	Assignment Name and Readings	Due Date
1	**Syllabus and Class Introduction**	**Wednesday, 8/23/23**
2	**Blackboard Collaborate (See link in Blackboard)**	**Wednesday, 8/30/23**
3	**CHAPTER 1: FROM PRESCRIPTION TO PAYMENT**	**Wednesday, 9/6/23**
4	**CHAPTER 2: MEDICOLEGAL ISSUES AND THE PHARMACY**	**Wednesday, 9/13/23**
5	**EXAM I (CHAPTERS 1&2)**	**Wednesday, 9/20/23**
6	**CHAPTER 3: PRIVATE INSURANCE PAYERS AND PLANS**	**Wednesday, 9/27/23**
7	**CHAPTER 4: MEDICARE**	**Wednesday, 10/4/2023**

8	**CHAPTER 4 CONTINUED…**	**Wednesday, 10/11/2023**
9	**EXAM II (CHAPTERS 3 & 4)**	**Wednesday, 10/18/2023**
10	**CHAPTER 5: MEDICAID, TRICARE, CHAMPVA, WC, & DISCOUNT CARD PROGRAMS**	**Wednesday, 10/25/2023**
11	**CHAPTER 6: CLAIM PREPARATION AND TRANSMISSION**	**Wednesday, 11/1/2023**
12	**EXAM III (CHAPTERS 5 & 6)**	**Wednesday, 11/8/2023**
13	**CHAPTER 7: PROCESSING CLAIMS AND RECONCILING ACCOUNTS**	**Wednesday, 11/15/2023**
14	**EXAM IV (CHAPTER 7)**	**Wednesday, 11/22/2023**
15	**FINAL EXAM REVIEW**	**Wednesday, 11/29/2023**
16	**CUMULATIVE FINAL EXAM**	**Tuesday, 12/5/2023**

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

- Exams   40%
- Final Exam   30%
- Homework/Quizzes   20%
- Attendance/Participation 10%

GRADE SCALE

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

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

1. **No "make-up" or late assignments will be accepted.**
2. **Permission to "make-up" an Exam(s) will only be granted per Instructor's discretion and must be completed within 1 week.**
3. **Attendance**
   a. Attendance will be evidenced by the participation within each class via assignments, exams, discussion boards, etc..
   b. Students are expected to be on time and prepared for class and virtual learning.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop attending class(s) and fail to drop the course, you will earn an 'F' in the course.
5. **BE PREPARED!**
6. Final grades are ***non-negotiable.*** The grade you earn equals the grade you receive. No extra credit will be available and/or awarded, so **PLEASE** do not ask.
7. Additional class policies as defined by the individual course instructor.
8. *Cheating on a test will result on an "F" for the course. Please review the "Code of Conduct & Disciplinary Policy" and "Academic Dishonesty" in the LIT Catalog and Student Handbook.

Personal Disposition and Behavior in Online Class

- Demonstrate a positive professional demeanor (behavior, attitude, etc.) throughout this course.
- Respectfully participate in discussion boards with appropriate responses.
- Demonstrate leadership qualities by initiating study groups with fellow classmates, distributing contact information to fellow group members so that others may contact you, being prepared for class by having assignments ready, reading assignments, and/or study questions completed prior to class. BE A TEAM PLAYER!

*Additional Information

The student will conduct themselves in an appropriate and professional manner with regards to the program, instructors, colleagues, and Lamar Institute of Technology. The student will refrain from conduct unbecoming such as the use of Facebook, Twitter, SnapChat, Instagram, and other forms of social media. Inappropriate behavior will result in disciplinary action such as receiving an "F" for grades and removal from the program.