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Spring 1-2016

### AHMS 156.50: Medical Billing Fundamentals

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**MISSOULA COLLEGE  
THE UNIVERSITY OF MONTANA  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** AHMS 156, MEDICAL BILLING FUNDAMENTALS

**DATE REVISED:** Spring 2016

**SEMESTER CREDITS:** 3

**PREREQUISITES:** AHMS 220 Medical Office Procedures or concurrent enrollment

**FACULTY:** Michelle Boller

**E-Mail:** [michelle.boller@umontana.edu](mailto:michelle.boller@umontana.edu)

**RELATIONSHIP TO PROGRAM(S):**

This course provides students with a comprehensive foundation for processing and managing insurance claims for a full-range of health plans.

**COURSE DESCRIPTION:** An introduction to insurance claim processing for the major medical insurance programs. Students will be provided with a basic knowledge of CPT and ICD-9/10 procedural and diagnostic coding. Emphasis will be on completing universal insurance forms to maximize reimbursement as well as troubleshoot denied or underpaid claims.

**STUDENT PERFORMANCE OUTCOMES:**

Occupational Performance Objectives

1. Utilize ethical values when dealing with confidentiality or personal information contained within a health record.
2. Demonstrate a working knowledge of basic insurance concepts and terminology.
3. Apply basic coding guidelines to assign and sequence procedural and diagnostic codes.
4. Abstract from the patient record the information necessary to complete an accurate insurance claim form.
5. Complete universal claim forms appropriately to minimize rejections for the major insurance programs - Medicare, Medicaid, TriCare, Blue Cross/Blue Shield and Workers' Compensation.
6. Submit and manage insurance claim forms.
7. Maintain claim management techniques to trace delinquent claims and problem solve denied or unpaid claims.
8. Maximize reimbursement to which the medical facility is legally entitled.

**STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:**

Homework assignments and Testing

1. Assignments will occur on a weekly basis. Assignments will be available each week at 8:30 am on Tuesday morning and will always be due Sunday at 11:59 pm. It is the expectation that homework assigned will be submitted when due. It is your responsibility to see that it is correctly uploaded to UOnline by 11:59 pm on the Sunday of the week it is assigned. A 20

percent penalty will be assessed on any assignment that is submitted late. Maximum deadline for submitting late assignments is 3 days beyond the due date. There will be no exceptions. . .

2. Tests will be scheduled following each unit of the textbook. Tests will be timed with only one opportunity for completion. You will need to set aside uninterrupted time to take the tests because once they are started they cannot be stopped. No late tests will be accepted. Tests will end at 11:59 pm on Sunday. If you are in the middle of the test and have exceeded the due date then your attempt will be completed.

**Grading Scale:**

94 - 100	A
88- 93	B
80 - 87	C
Below 79	D

Final grade will be determined by total points received on assignments and tests in relationship to the total points available.

**COMMUNICATION:**

Additional communication should be sent using your UM email account. Questions regarding weekly assignments will be answered within 24 hours. If an email is sent on the weekend then I will reply by 12:30 pm on Monday. Please make sure you review the assignments at the beginning of the week so that I can answer any questions.

**Final Schedule: TO BE ANNOUNCED**

**REQUIRED TEXT:** *Understanding Health Insurance: A Guide to Billing and Reimbursement. 12<sup>th</sup> edition.* Michelle Green and JoAnn Rowell. Delmar Publishing. 2015 with Bundled with MindTap Website Access. (You will not find the ISBN through discount book vendors. This is bundled for you in the bookstore.)

**ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VP/SA/index.cfm/page/1321>.

**DISABILITY ACCOMMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me as soon as possible. Please be prepared to provide a letter from your DSS coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text).