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  

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 UMOnline 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:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94 - 100</td>
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<tr>
<td>B</td>
<td>88 - 93</td>
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<tr>
<td>C</td>
<td>80 - 87</td>
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<tr>
<td>D</td>
<td>Below 79</td>
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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


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/VPSA/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