MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE  
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT: ADSM                      COURSE NUMBER: 1105

NUMBER OF CREDITS: 3

COURSE TITLE: Medical Insurance & Reimbursement

CATALOG DESCRIPTION: This course will provide an introduction to medical claim forms preparation and processing. It will focus on coded data and health information is reimbursement and payment systems appropriate to health care settings and managed care. It will cover prospective payment systems and key health plans, charge master maintenance, and evaluation of fraudulent billing practices.

AUDIENCE: Medical Coding Specialist students and Medical Secretary Students or anyone interested in gaining more knowledge in this area.

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*
Area: by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE : 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐    fall X    spring X    summer ☐    undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are understanding in the following areas;
   a. Commercial, managed care, and federal insurance plans
   b. Compliance strategies and reporting
   c. Payment methodologies and systems (such as capitation, prospective payment systems, RBRVS)
   d. Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange)
e. Chargemaster maintenance
f. Regulatory Guidelines
g. Reimbursement monitoring and reporting

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through critical thinking exercise and real life claims filing and reimbursement exercises.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Participation in online discussions
   b. Cooperative attitude with other students and instructor
   c. Ability to communicate via D2L through email, discussion groups, and classroom materials
   d. Use oral and written communication is on-campus class setting

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Understanding the need to communicate with a diverse population
   b. Gaining a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status

TOPICS TO BE COVERED: CPT-4 Codebook, ICD-10-PCS code crosswalk, CPT/HCPCS procedure codes, will include relationship to diagnostic codes.

LIST OF EXPECTED COURSE OUTCOMES:
1. Demonstrate an understanding of claims reimbursement and filing
2. Apply reimbursement guidelines when resolving rejected claims
3. Verify claim accuracy before claim submission
4. Understanding of various claim forms and submission options
5. Demonstrate understanding of payment methodologies and systems (such as capitation, prospective payment systems, RBRVS)
6. Resolve current chargemaster related problems

LEARNING/TEACHING TECHNIQUES used in the course are:
X Collaborative Learning     X Problem Solving
☐ Student Presentations     ☐ Interactive Lectures
Creative Projects  X Individual Coaching
X Lecture  X Films/Videos/Slides
☐ Demonstrations  ☐ Other (describe below)
☐ Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
X Reading  X Tests  ☐ Individual Projects
☐ Oral Presentations  X Worksheets  ☐ Collaborative Projects
X Textbook Problems  ☐ Papers  ☐ Portfolio
X Group Problems  ☐ Term Paper
☐ Other (describe below)

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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7/30/13