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. HIMC COURSE NUMBER: 1150

NUMBER OF CREDITS: 2

COURSE TITLE: Reimbursement & Insurance in Healthcare

CATALOG DESCRIPTION: This course provides a study of health insurance plans, billing and reimbursement methodologies, and compliance approaches. Included: payor categories, APCs and other prospective payment systems, the revenue cycle, chargemaster, RBRVS, regulatory guidelines, billing processes, etc.

AUDIENCE: Health Information Technology students as well as students who satisfy the prerequisite requirements and are 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 ☒ spring ☒ summer ☐ undetermined ☐

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

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Payment methods and practices to payors, including third party payors
   b. State and Federal regulations and guidelines, including Privacy and Security
   c. Compliance approaches and reporting
   d. Chargemaster maintenance
   e. Reimbursement monitoring and reporting
   f. Revenue Cycle Management

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Analytical thinking through completion of claim forms
   b. To understand reimbursement and revenue cycle processes
c. To understand compliance and regulations involving claim submission and completion

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.

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:
1) Health Insurance; procedures and claims
2) Legal and regulation guidelines
3) Compliance
4) Coding
5) Reimbursement methodologies
6) Revenue Cycle

COURSE LEARNING OUTCOMES (GENERAL):
1) Apply diagnosis/procedure codes according to current guidelines
2) Apply diagnostic/procedural groupings
3) Evaluate the accuracy of diagnostic and procedural coding
4) Evaluate the accuracy of diagnostic/procedural groupings
5) Apply confidentiality, privacy and security via policies or procedures for internal and external use and exchange to protect electronic health information
6) Apply policy or procedure regarding issues of access and disclosure of protected health information (Payment methodologies and systems)
7) Utilize software in the completion of Health Information Management processes
8) Analyze data to identify trends (Quality, safety, and effectiveness of healthcare)
9) Apply policy or procedure for the use of data required in healthcare reimbursement
10) Evaluate the revenue cycle management processes (Billing processes and procedures)
11) Analyze policies or procedures to ensure organizational compliance with regulations and standards (Internal and External standards regulations and initiatives)

STUDENT LEARNING OUTCOMES (SPECIFIC):
1) Students will identify and understand how to complete insurance claims, including to third party plans
2) Students will explain the role of a managed care organization
3) Students will discuss the life cycle of an insurance claim
4) Students will explain retention of records laws
5) Students will describe the purpose and use of coding systems (ICD-10, CPT, HCPCS)
6) Students will interpret a chargemaster
7) Students will evaluate the revenue cycle management
8) Students will complete UB-40 and CMS-1500 forms
9) Students will differentiate between fraud and abuse
10) Students will be able to determine precertification or preauthorization needs, including eligibility for services from documentation.

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

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

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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