



## Basic Medical Insurance and Coding (HIT-210-W001)

### Course Information Basics

**Semester Hours:** 2 Credit Hours

**Semester and Year:** Spring 2018

**Type of Course:** Online

**Location:** NIACC's *Canvas* Learning Management System

**Meeting days and times:** None – totally online

**Time Commitment Expectations:** It is necessary to spend 1 – 2 times the credit hours/week in preparation of course content. Since this is a 2 credit hour course, a minimum of 2 - 4 hours is expected.

### Instructor Contact Information

**Instructor:** Toby VanDenBosch

**Email:** [toby.vandenbosch@niacc.edu](mailto:toby.vandenbosch@niacc.edu)

**Phone:** 641.422.4185

**Office location:** MH206K

**Office hours:** M – F 10:00 am – 11:00 am

**Preferred Method of Communication:** E-mail

**Expected Response Time:** When contacting me through e-mail, I will reply within 24 hours, Monday – Friday.

### Course Information Specifics

#### Course Description:

Corequisite: HSC-120, Medical Terminology I, or permission of instructor. This course will provide the student with an overview of medical health insurance claim submission guidelines and basic coding procedures. In addition, the student will work through a number of relevant case studies.

#### Learning Materials:

Janet I. Beik: *Health Insurance Today: A Practical Approach, 5th Edition*

NOTE: It is **not** necessary for students to purchase the bundled edition with the workbook and access code.

#### Measurable Course Objectives:

- Identify the history and current trends of the insurance and coding field.
- Explain the importance of confidentiality in the medical office.
- Read and interpret various medical records.
- Apply basic ICD-9 and ICD-10 codes to case studies.

- Apply basic CPT codes to case studies.
- Identify basic medical insurance information.
- Identify and apply the parts of various insurance identification cards.
- Read and interpret explanation of benefits.
- Explain basic Medicare principles.
- Explain basic workers compensation.
- Complete and locate information for disability forms.
- Apply account collection laws and identify techniques.

**Course Units:**

This course will cover all eighteen (18) chapters of the required textbook.

**Overview of Major Assignments:**

Each week a Module will open with the assigned chapter activities and required assignment. The 18 chapter assignments vary in length. You have unlimited time during the week to complete and submit each assignment. This means you may access it, work on it for a period of time and then choose to return and complete it at a later time during the week. However, make sure you submit the assignment prior to the deadline. Submitted scores will be accessible on this *Canvas* course website. Access your grade frequently to keep apprised of your progress. **Failure to take a Graded assignment before it is no longer available will result in loss of those points.** Remember that the on-line module activities, exercises and quizzes are for your learning and are not counted as part of your grade.

**Course Calendar:**

The proposed course agenda is found on the beginning Canvas course module.

**Grading:**

Your grade is calculated from an accumulation of introduction and pretest submission points and the required chapter assignment scores. *No workbook lessons/activities or module content are considered in determining your grade.* These resources are intended to help you with learning the course content.

The following is the grading scale utilized for this course:

95%-100%	A	75%-77%	C
92%-94%	A-	72%-74%	C-
88%-91%	B+	70%-71%	D+
84%-87%	B	67%-69%	D
81%-83%	B-	64%-66%	D-
78%-80%	C+	63% or less	F

**Late Work Policy:**

Assignment deadlines will be strictly imposed. If you fail to submit an assignment by the deadline, a one-time extension **may be considered upon request** within the same week of the deadline. If allowed, there will be a 10% reduction from your score earned on the assignment or exam.

**Submission Policy:**

All required assignments/exams will be submitted online. You are expected to make your submissions before each scheduled designated deadline.

**Academic Integrity Policy:**

It is expected that you complete each assignment independently.

According to the Student Conduct Code, (see the NIACC Student Handbook, found at <http://www.niacc.edu/student-life/>) academic dishonesty, including but not limited to cheating, plagiarism, knowingly furnishing false information to the college, forgery, alteration or misuse of college documents or records shall be subject to disciplinary procedures.

**Disclaimer Statement:**

I reserve the right to alter this course's syllabus, policies, grading scale, texts, and calendar as needed at any time during the semester. I will alert you to any changes.

**Division Chair Information:**

Division Chair: Laura Wood

Email: [laura.wood@niacc.edu](mailto:laura.wood@niacc.edu)

Phone: 641.422.4355

**Tech Expectations and Support:**

One of the many advantages of an online course is that it is available from any location at any time. However, it is essential that you have access to a reliable computer and internet to be successful in this course. Do not rely on a smart phone to adequately access and submit assignments. Be aware that NIACC has several computer labs available for your use. Also, many local libraries have excellent internet service and computers available for your use, free of charge.

**Technical Support:**

NIACC's Helpdesk can help with technical problems related to NIACC passwords, logging in to lab computers, MyNIACC, E-mail, Canvas (online course management system), NIACC wireless, WebAdvisor, lab computers, office computers for staff, software issues, and more. NIACC Technology Services does not repair nor support personal computers. For many problems you may get the fastest results if you call our toll-free number below (24 hours – seven days per week).

On campus: 641-422-4357

Toll free: 866-614-5020

[helpdesk@niacc.edu](mailto:helpdesk@niacc.edu)

**[Technology Support Access](http://www.niacc.edu/student-life/technology-services/help-desk/)**

<http://www.niacc.edu/student-life/technology-services/help-desk/>

**College Policies**

If you have questions regarding issues like grade appeals, grievance policies, and academic probation, refer to the NIACC Student Handbook, which can be accessed at [Student Life](http://www.niacc.edu/student-life/)  
<http://www.niacc.edu/student-life/>.

**Nondiscrimination Policy**

It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy) , disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family or marital status or veteran's status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9,

Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquiries may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

### **Disability Services**

North Iowa Area Community College strives to provide an accessible environment for students, faculty, and staff. A student needing accommodations should register with NIACC Disability Services and speak to Lisa Vance, the Disability Services Counselor, in the Student Access Office, AB106. For additional information, contact us at 1-888-466-4222, Ext. 4413, and ask for a brochure regarding Disability Services or to request a meeting with the Disability Services Counselor. You may also contact Lisa Vance directly at 641-422-4296 or [vancelis@niacc.edu](mailto:vancelis@niacc.edu), or the [disabilities website](http://www.niacc.edu/student-life/disability-services/).  
<http://www.niacc.edu/student-life/disability-services/>.

If you have concerns regarding equal access to NIACC's services, programs, and activities you may contact NIACC Disability Services or learn more about filing a grievance at the [grievance-procedures website](http://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/)  
<http://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/>.

A Disability Services Student Handbook can be found on our website at [disability services student handbook](http://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/) (full link below) or can be provided in hard copy (or an alternate format), upon request, and lists contact information for NIACC's ADA Coordinator and ADA Compliance Officer, along with other helpful information.  
<http://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/>

### **Inclement Weather:**

Here is the [inclement-weather information on the website](http://www.niacc.edu/about/campus-safety/niaccalerts/) (full link below). NIACCAlerts is a free service that alerts you immediately when a decision is made to close campus or delay classes due to weather conditions. This is your best and most accurate means of communication. Sign up here for [NIACC Alerts](http://www.niacc.edu/about/campus-safety/niaccalerts/).

<http://www.niacc.edu/about/campus-safety/niaccalerts/>

<http://www.niacc.edu/about/campus-safety/inclement-weather/>

NOTE: Since this is an online course, you will continue to have access to the course even in the event of any potential campus closing, however, I will try to be considerate of weather-related issues.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

