**COURSE SYLLABUS - MASTER**

**Malcolm X College**

**Department of Health Information Management**

**Reimbursement Methodologies**

**Academic Year (2013-2014)**

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| **Course title** | Reimbursement Methodologies |
| **Course number** | HIM 203 (01450203) |
| **Credit hours:** | 3 Credit Hours |
| **Lecture hours** | 3 Lecture hours  |
| **Contact hours:** | 3 hours  |
| **Length of course:** | 16 Weeks |

**Course Description:**

This course introduces terminology, rationale and methodology used by third-party payers to determine the reimbursement for health care providers. Proper completion of the 1500 billing form and legal issues related to reimbursement will be discussed, as well as the role health information management plays in the charge master maintenance, reimbursement monitoring, revenue cycle. An overview of hospital and nursing home billing systems including proper submission of UB-92 billing forms will also be covered. Writing assignments, as appropriate to the discipline, are part of the course.

**Prerequisite (s):**

None

**Students the course is expected to serve:**

Students maytake this course to meet concentration or elective requirements for a certificate or Associate’s degree of applied science (AAS) in health information management (HIM).

**Course Objectives (CO):**

This course prepares students to be successful in HIM careers by increasing their knowledge, skills, and ability to:

1. define the clinical terms on the uhdds: principal diagnosis, other diagnoses, complication co-morbidity, significant procedure and principal procedure.
2. perform data quality reviews to validate code assignment.
3. comply with reimbursement and reporting requirements.
4. discuss required and mandatory disclosure laws and hipaa in relation to insurance procedures.
5. utilize specialized software in the completion of billing in him processes

**Student Learning Outcomes:**

Upon successful completion of this course the student will be able to:

1. identify situations when NCCI edits are present and take corrective action
2. describe a work plan and NCCI edits.
3. explain the role of payer audits and its impact on healthcare.
4. explain the required and mandatory disclosure laws and HIPPA in relation to insurance.
5. compare the different types of insurance plans (HMO and PPO)
6. explain the various alternate payment options used in reimbursements.
7. apply policies and procedures to comply with the changing regulation amongst various payment systems for healthcare services such as Medicare, Medicaid, and managed care.
8. assess the draft claim and apply compliant standards to produce a clean claim.
9. produce claims when given simulated changes in payer policies and procedure.
10. prepare insurance claims using various methods.
11. produce a clean 1500 form paper, electronic and a UB claim form.

**Topical Outline:**

1. Healthcare Reimbursement Methodologies
2. Voluntary Health Insurance Plans
3. Government –Sponsored Healthcare Programs
4. Managed Care Plans
5. Charge master description and maintenance
6. Health plan claims processing and coding
7. Diagnosis Related Groups
8. Third Party payers
9. HMO, PPO
10. Government Payers/Private Payers
11. Legal and Regulatory Issues
12. Coding Systems
13. Case Mixed Management
14. Reimbursement Methodologies
15. Value Based Purchasing
16. Review/Final Exam

**Recommended methods of instruction:**

D – Discussion/Lecture

X – Lab/Lab Discussion

O – Online activities

Other: Simulation

**Recommended methods of evaluation:**

Quizzes

Participation

Lab performance

Case study assignments

Simulation assignments

Comprehensive/Summative Midterm or Final Exam

**Recommended Textbooks and Readings:**

Green, M. A., Rowell, J. C. (2011). *Understanding Health Insurance, A guide to Billing and Reimbursement, 10th Ed.* Indepedence, KY: Cengage Learning. ISBN-10: 1111035180. ISBN-13: 978-1111035181.

Green, M. A., Rowell, J. C. (2011). *Workbook for Green’s* *Understanding Health Insurance, A guide to Billing and Reimbursement, 10th Ed.* Indepedence, KY: Cengage Learning. ISBN-10: 1111035202. ISBN-13: 978-1111035204.

**Recommended Supplies/Supplementary Materials:**

Personal computer or tablet device for completion of HIM course work and computer simulation exercises.

***Disability Access Center:*** Please note: Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Disability Access Center located in room 1509 as soon as possible. For more information visit [The Disability Access Center](http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Disability-Access-Center.aspx) webpage on the college’s website.

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