

**Course Syllabus**

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| **Spring 2014** | |
| **Course Title:** | HIM-220-01Reimbursement Methods |
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| **Room:** | Online |
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| **Time:** | Virtual |
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| **Course Instructor:** |  |
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| **Textbook/Author:** | *Understanding Hospital Billing & Coding*  Ferenc, D. P., 3rd Edition, 2013  *Handling the Medical Claim: An 8-step Guide on How to Correct and Resolve Claim Issues*  Cochran, C., 2013 |
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| **Other Required Materials and**  **Supplies:** | Microsoft Word and Internet access |
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| **Course Description:** This course focuses on the various reimbursement system methodologies used in the healthcare industry. Accurate medical claim form preparations, submission and processing are addressed in accordance with reimbursement regulations and policies. Students will gain an in-depth understanding of the regulatory guidelines, reimbursement monitoring, and reporting requirements.  **Prerequisites:** HIM 125, with a grade of C or better  **Credit Hours: 3**  **Contact Hours: 3**  **Course Objectives**  Upon successful completion of this course, the student will be able to:  1. Demonstrate knowledge of Federal and State healthcare insurance legislation and regulations.  2. Create accurate hospital and medical office reimbursement claims to various third party payer systems.  3. Apply managed care policies and procedures, third party guidelines, and fee schedules.  4. Demonstrate knowledge of claims adjustment, collection procedures, and fee schedules in accordance with all applicable regulations.  5. Understand and perform billing, and financial responsibilities within ethical and legal boundaries.  **Official School Policies:**  **Attendance & Absences**  Students are expected to attend all enrolled classes regularly and punctually. Each student is responsible for all class work missed regardless of the reason(s) for absence. All students shall be provided, in writing, the attendance requirements established by each instructor. All course attendees must be registered for the course.  **Classroom Participation for HIM-220 Reimbursement Methods**  You must participate in the online classroom via the discussion board on a **minimum of three days each week**. You must post a main reply to the posted discussion question for the week, by **Thursday** at 11:59 PM. You must post on two additional days during the week, offering three responses to your peers posts. In addition, if I post a reply and ask you a question, please be sure to reply to my post. All discussion work is due by 11:59 PM on Sunday for the week.  Your initial response to the posted discussion question must be thoughtful and supported with a minimum of one academic/scholarly resource; this includes the text, or articles retrieved from the library. The initial post each week should be at least 250 words, and as noted, include a minimum of one academic/scholarly resource, two is better. Peer replies should generate additional conversation by asking pertinent questions, sharing additional experience, challenging a statement, or even just asking for a clarification. All communication in the forum will be in a professional non-judgmental tone.  In order to receive full credit for participation (**25 points each week**), you must post your initial reply no later than **Thursday at 11:59**, and also provide three peer replies over an additional two days, by **Sunday at 11:59 PM**. You may participate on more than three days! All participation for the week must occur within that specific week.  **Grading Evaluation/Criteria**  Weekly Discussion Forum/Participation = 37.5%  Case Studies = 37.5%  Exams and Final = 25%  I will return all graded work with feedback, within seven days of the due date.   |  |  |  | | --- | --- | --- | | ***Letter Grade*** | ***Grade Points*** | ***Grade Scale*** | | A | 4.00 | 95-100 | | A- | 3.67 | 90-94 | | B+ | 3.33 | 87-89 | | B | 3.00 | 83-86 | | B- | 2.67 | 80-82 | | C+ | 2.33 | 77-79 | | C | 2.00 | 73-76 | | C- | 1.67 | 70-72 | | D+ | 1.33 | 67-69 | | D | 1.00 | 63-66 | | D- | 0.67 | 60-62 | | F | 0.00 | Below 60 |   **Course Communication**  Course communication occurs via the **Announcements** folder, the **Discussion** forum, the **Ask Mike** forum, or **Course Email**. As an alternative, I will utilize your YCCC email account (Outlook). The Course **Lounge** is a spot for you to communicate with your peers, get to know each other, share personal stories, and have a general chat. While I do not participate in the Lounge as a rule, I do hover and monitor, and occasionally will offer a response.  Generally, I respond to all questions, or emails within **24 hours on weekdays**, and **48 hours on weekends and holidays**. If you find that I have not responded in a timely manner, please follow-up with me, via email, or in the **Ask ???** forum.  **Some Important Links**  Library website: <http://virtual.yccc.edu/library>  Citation Help website: <http://virtual.yccc.edu/content.php?pid=377746&sid=3094225>  Online Writing Lab (OWL) at Purdue website: <http://owl.english.purdue.edu/>  **APA 6.0**  Please use **APA 6** as your guide for writing in the forum and in your essays/papers, if any. Remember to cite the source(s) of your information, in the discussion forum, and in any essays/papers. Please check in with the Library for help with APA.  **Late Work**  I do not accept any work in the discussion forum after 11:59 PM each Sunday. Quizzes, exams, essays, case studies, and or papers are due when stated. Late work for quizzes, exams, essays, case studies, and or papers accepted only if arrangements made with me, **prior to the due date**. I reserve the right to refuse any late work.  **Academic Honesty**  The College promotes and maintains high ethical standards. Submitting the same work in more than one course without prior permission from the instructor of the second course, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in dismissal from the College. Instructors may dismiss such offenders from courses with the grade of “F” and report the case to the appropriate Department Chair and the Vice President/ Academic Dean.  **Disabilities**  The College will make reasonable accommodations for students with documented disabilities. Students must provide documentation to the Coordinator in the Office for Students with Disabilities (in the Student Affairs Office) before any accommodations can be implemented. Timely accommodations are dependent on early registration with the Office for Students with Disabilities.  Optional Items  N/A Field Trips  N/A Special assignment information | |
| **Course Assignments and Due Dates**  **Week 1: 1/21/14 – 1/26/14**  Post an introduction to the Lounge.  **Readings:**  Ferenc, Chapter 1, Hospital Introduction  Cochran, Chapter 1, CMS-100 Claim Form  **Register** on the Evolve web link found on the front inside cover of the Ferenc text (<http://evolve.elselvier.com/Ferenc/billing>); you will utilize the UB-04 Form Filler and the Case Exercises.  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Week 2: 1/27/14 – 2/2/14**  **Readings:**  Ferenc, Chapter 2, Hospital Regulatory Environment  Cochran, Chapter 2, Patient Data Entry  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 1:** Using your Evolve software, complete step 1 and step 2, save your work, and then upload to the Assignments folder Case Study 1A, no later than Sunday at 11:59 PM.  **Week 3: 2/3/14 – 2/9/14**  **Readings:**  Ferenc, Chapter 3, Health Insurance Portability and Accountability Act (HIPAA)  Cochran, Chapter 3, Charge Entry  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 1:** Using your Evolve software, complete step 3, by completing the CMS-1450 (UB-04) claim form; refer to Student Software Case 1 directions, save your work rather than printing, and then upload to the Assignments folder Case Study 1B, no later than Sunday at 11:59 PM.  **Week 4: 2/10/14 – 2/16/14**  **Readings:**  Ferenc, Chapter 4, Patient Accounts and Data Flow  Cochran, Chapter 4, Accounts Receivable  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 2:** Using your Evolve software, complete step 1 and step 2, save your work, and then upload to the Assignments folder Case Study 2A, no later than Sunday at 11:59 PM.  **Exam 1**: Complete Exam 1 in the **Exams folder** no later than Sunday at 11:59 PM.  **Winter Break: 2/17/14 – 2/23/14**  **Week 5: 2/24/14 – 3/2/14**  **Readings:**  Ferenc, Chapter 5, Hospital Billing Process  Cochran, Chapter 5, Collections, Unit 1, Step 8 Introduction, p. 77-78; Unit 2, Step 8, Collections, p. 78 - 102  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 2:** Using your Evolve software, complete step 3, by completing the CMS-1450 (UB-04) claim form; refer to Student Software Case 2 directions, save your work rather than printing, and then upload to the Assignments folder Case Study 2B, no later than Sunday at 11:59 PM.  **Week 6: 3/3/14 – 3/9/14**  **Readings:**  Ferenc, Chapter 6, ICD-9-CM Diagnosis and Procedure Coding  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 3:** Using your Evolve software, complete step 1 and step 2, save your work, and then upload to the Assignments folder Case Study 3A, no later than Sunday at 11:59 PM.  **Week 7: 3/10/14 – 3/16/14**  **Readings:**  Ferenc, Chapter 7, ICD-10-CM Diagnosis Coding  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 3:** Using your Evolve software, complete step 3, by completing the CMS-1450 (UB-04) claim form; refer to Student Software Case 3 directions, save your work rather than printing, and then upload to the Assignments folder Case Study 3B, no later than Sunday at 11:59 PM.  **Exam 2**: Complete Exam 2 in the **Exams folder** no later than Sunday at 11:59 PM.  **Week 8: 3/17/14 – 3/23/14**  **Readings:**  Ferenc, Chapter 8, Procedure Coding (HCPCS and ICD-10-PCS)  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 4:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 4 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 4, no later than Sunday at 11:59 PM.  **Week 9: 3/24/14 – 3/30/14**  **Readings:**  Ferenc, Chapter 9, Coding Guidelines and Applications (HSPCS, ICD-10-PCS, and ICD-1—CM)  Cochran, Chapter 5, Unit 3, Step 8, p. 102 - 214  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 5:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 5 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 5, no later than Sunday at 11:59 PM.  **Week 10: 3/31/14 – 4/6/14**  **Readings:**  Ferenc, Chapter 10, Claim Forms  Cochran, Chapter 5, Unit 4, Step 8, p. 215 - 220  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 6:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 6 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 6, no later than Sunday at 11:59 PM.  **Exam 3**: Complete Exam 3 in the **Exams folder** no later than Sunday at 11:59 PM.  **Week 11: 4/7/14 – 4/13/14**  **Readings:**  Ferenc, Chapter 11, Health Care Payers  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 7:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 7 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 7, no later than Sunday at 11:59 PM.  **Week 12: 4/14/14 – 4/20/14**  **Readings:**  Ferenc, Chapter 12, Prospective Payment Systems (PPS)  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 8:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 8 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 8, no later than Sunday at 11:59 PM.  **Spring Break: 4/21/14 - 4/27/14**  **Week 13: 4/28/14 – 5/4/14**  **Readings:**  Ferenc, Chapter 13, Accounts Receivable (A/R) Management  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Exam 4**: Complete Exam 4 in the **Exams folder** no later than Sunday at 11:59 PM.  **Week 14: 5/5/14 – 5/11/14**  **Readings:**  Ferenc, Chapter 1 – 7; review Chapter Summaries  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 9:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 9 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 9, no later than Sunday at 11:59 PM.  **Week 15: 5/12/14 – 5/16/14**  **Readings:**  Ferenc, Chapter 8 – 13; review Chapter Summaries  **Participate in Discussion forum**, posting main reply by Thursday, and three peer replies by Sunday (3 days participation, minimum).  **Case Study 10:** Using your Evolve software, complete steps 1, 2, and 3, referring to Student Software Case 10 directions, save your work rather than printing, and then upload the three documents to the Assignments folder Case Study 10, no later than Sunday at 11:59 PM.  **Final Exam**: Complete Final Exam in the **Exams folder** no later than Sunday at 11:59 PM.s | |

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