



Western Technical College

10106190 Medical Office Insurance

Course Outcome Summary

Course Information

Description	Introduces students to health insurance in the medical office setting. Students apply managed care principles and prepare health insurance claim forms. Students use coding and managed care terminology to perform insurance related duties.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	36

Textbooks

Understanding Health Insurance: A Guide to Billing and Reimbursement – with MindTap. 19th Edition. Copyright 2024. Green, Michelle A. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-93209-4. Required.

Learner Supplies

Webcam and headset with microphone. **Vendor:** To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset
2. Cultivate Passion: Increase Self-Awareness
3. Live Responsibly: Foster Accountability
4. Refine Professionalism: Act Ethically
5. Refine Professionalism: Practice Effective Communication

High Impact Practices

1. Learning Community: these courses are designed to enhance your learning experience in which a cohort of peers complete two or more courses that are linked through projects, themes, or program emphasis.

Program Outcomes

1. Perform financial practices through analysis of payer data and reimbursement methods
2. Demonstrate professionalism in a healthcare setting
3. Apply technology to administrative functions in a healthcare-related setting
4. Apply HIPAA, federal and state law, and regulatory compliance in business health practices
5. Use medical terminology and knowledge of the human body systems in performing essential functions of health business environment

Course Competencies

1. Prepare claims with diagnostic coding (ICD-10)

Assessment Strategies

- 1.1. Written Product - insurance form

Criteria

You will know you are successful when

- 1.1. you summarize the process to locate codes.
- 1.2. you locate the resources to find the codes.
- 1.3. you correlate the name of the procedure to the correct code.

Learning Objectives

- 1.a. Define an ICD-10 code.
- 1.b. Match codes with diagnoses.
- 1.c. Prioritize the diagnoses on the claim form.
- 1.d. Enter information onto the form in correct location.
- 1.e. Apply insurance vocabulary and terminology.

2. Prepare claims with procedural coding (CPT and HCPCS)

Assessment Strategies

- 2.1. Written Product - insurance form

Criteria

You will know you are successful when

- 2.1. you summarize the process to locate codes.
- 2.2. you locate the resources to find the codes.
- 2.3. you correlate the name of the procedure to the correct code.

Learning Objectives

- 2.a. Define an CPT and HCPCS code.
- 2.b. Match codes with procedures.
- 2.c. Prioritize the procedures on the claim form.
- 2.d. Enter information onto the form in correct location.
- 2.e. Apply insurance vocabulary and terminology.

3. Complete insurance claim forms including the CMS-1500 and UB-04

Assessment Strategies

- 3.1. Written Product - insurance forms

Criteria

You will know you are successful when

- 3.1. you identify parts of the CMS-1500 and UB-04 Claim Forms.
- 3.2. you complete CMS-1500 claim forms using case studies.
- 3.3. you complete claim forms for various providers (medical, vision, dental, chiropractic).
- 3.4. you enter information into the form correctly - patient demographic information and codes from provider.

Learning Objectives

- 3.a. Identify each part of an insurance claim form.
- 3.b. Fill in the correct information onto the form.
- 3.c. Determine the form needed for the type of insurance being used.
- 3.d. Analyze third party billing and reimbursement.

4. Investigate legal and regulatory issues that affect health care.

Assessment Strategies

- 4.1. Presentation

Criteria

You will know you are successful when

- 4.1. you discuss fraud and how this may occur when preparing claims.
- 4.2. you summarize HIPAA.
- 4.3. you apply HIPAA regulations to maintain privacy and security of patient information.
- 4.4. you maintain the boundaries within your job duties.

Learning Objectives

- 4.a. Identify the difference between laws, regulations, policies and rules.
- 4.b. Identify scope of job responsibilities.
- 4.c. Identify how laws and regulations relate to HIPAA.

5. Apply both managed care policies and procedures.

Assessment Strategies

- 5.1. Written Product - brochure

Criteria

You will know you are successful when

- 5.1. you explain the requirements for each plan type.
- 5.2. you explain the similarities between managed health care plans.
- 5.3. you explain the differences between managed health care plans.

Learning Objectives

- 5.a. Identify characteristics of the different insurance types.
- 5.b. Differentiation between the insurance types (HMOs, PPOs, etc.).
- 5.c. Identify health care plan to the insurance plan type.