



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**HEALTH INSURANCE AND BILLING PROCESSES
ALH5243 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the freshman or sophomore year.

Catalog Description:

ALH 5243 - HEALTH INSURANCE AND BILLING PROCESSES (3 hrs)

This course provides an in-depth investigation of the various types of health insurance and processes utilized by practitioners to bill for health services. Students will be introduced to medical coding procedures but this course does not focus on that process. This is not open to those who have completed ALH5242 International Classification of Disease (ICD) Coding.

Prerequisites:

None.

Controlling Purpose:

This course is designed to help the student increase his/her knowledge concerning health insurance and billing processes utilized in the health care setting.

Learner Outcomes:

Upon completion of the course, the student will be able to describe all the various types of health insurance plans and billing processes utilized in hospitals and practitioner offices. Students will become familiar with the medical coding process.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been

achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: BUILDING A FOUNDATION

Outcomes: The student will gain an understanding of the history of health insurance, types of plans, and applicable legal and ethical concepts.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Describe the history of health insurance.
						Discuss the cost of health insurance and the significance that plays in society.
						Describe the duties of a health insurance professional.
						List and explain the ethical and legal aspects that affect health insurance.
						Describe the medical record.
						Explain the importance of having a clear understanding of confidentiality and privacy.
						List and describe all the types and sources of health insurance.

UNIT 2: UNDERSTANDING HEALTH INSURANCE

Outcomes: The student will study the logistical aspects of health insurance utilization with a more in-depth view of Medicaid, Medicare and military providers.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Describe the necessary forms that are utilized when one works with health insurance.
						Describe commercial health insurance.
						Define what constitutes a 'participating' provider and what implications this may have for patients.
						Describe and list the advantages and disadvantages of managed care.

						Define the Health Insurance Portability and Accountability Act.
						Describe Medicaid.
						Describe Medicare.
						Compare and contrast Medicaid and Medicare plans.
						Describe the health insurance carriers utilized for active-duty and retired military personnel.
						List all aspects that affect worker's compensation plans and the programs associated with it.

UNIT 3: MEDICAL CODING PROCESS						
Outcomes: Students will gain an overview of the medical coding process.						
A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Briefly describe the medical coding process.
						Describe the ICD CM manual and how it is used.
						Describe the CPT manual and how it is used.
						Explain how proper documentation makes the medical coding process easier for those who work with health insurance.

UNIT 4: THE CLAIMS PROCESS						
Outcomes: The student will gain an understanding of the successful claim process.						
A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Describe patient expectations about health insurance and billing.
						Explain all aspects of the claims process to include HIPAA requirements, future trends, policies and practices, billing and collection.
						List and define the laws that affect credit and collection.
						Describe effective and ethical collection practices.
						List the six key aspects of successful claims.
						List the six aspects of the claim process.
						Describe how one would effectively manage incorrect payments and denied

						claims.
						Describe how one appeals a Medicare claim.

UNIT 5: ADVANCED BILLING PROCESSES
 Outcomes: The student will study how one can use technology and effective practices to enhance various reimbursements.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Explain how computer technology can be utilized in the health insurance industry to be more effective.
						List and describe the types of reimbursement systems found in health care.
						Describe computerized patient accounting systems.
						Compare and contrast hospital versus physician office billing and coding.
						List and explain the common hospital payers and their claims guidelines.
						Describe the hospital billing process.
						Discuss hospital outpatient coding.

Projects Required:

Projects may vary according to the instructor.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Computers and printers.
 Internet.

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.