

**MIDSTATE COLLEGE  
411 W. NORTHMOOR RD.  
PEORIA, IL 61614  
(309) 692-4092  
(Fall 2013)**

**COURSE:** AH 230 Medical Reimbursement Practicum

**CREDIT HOURS:** 4 quarter hours

**METHOD OF DELIVERY:** Classroom & arranged

**COURSE DESCRIPTION:**

This is an opportunity to perform the theory and skills taught in the class room regarding billing and reimbursement. The student will be expected to play the role of employee in completing assignments, projects, and reports for the employer (instructor). Professionalism will be emphasized.

**PREREQUISITES:** AH 140, AH 200, & AH220 or permission of Director of Allied Health Department.

**TEXT:** Exercises for Coding and Reimbursement, 2<sup>nd</sup> Edition

**PUBLISHER:** Pearson Prentice Hall ISBN 0-12-172253-0

**COURSE REQUIREMENTS:** All final projects must be passed with a 70% or better to complete the course regardless of grades on other assignments.

**TOPICS COVERED:** This class will be specifically designed to simulate the work required of a student seeking employment in the healthcare business department. This will include abstracting insurance information from source documents, third party billing, basic coding, and cashier transactions.

**LEARNING OBJECTIVES:** Upon completion of the course, the student will be able to:

1. Demonstrate ability to perform daily duties of a medical biller.
2. Demonstrate the ability to complete financial transactions with a customer.
3. Demonstrate ability to collect usable information from source documents.
4. Practice completion of third party billing including coding under a time limit.
5. Develop confidence in ability to function in a place of employment.

**MIDSTATE GRADING SCALE:**

90 - 100 A  
80 - 89 B  
70 - 79 C  
60 - 69 D  
0 - 59 F

**MIDSTATE PLAGIARISM POLICY:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

This is a standardized syllabus for AH 221. All modifications will be made by the program director to maintain consistency. Rev 12-09 jlh

**Instructor Information:** Gail Piscaglia Office 204 692-4092 Office Hours: Posted  
E-mail: [gpiscaglia@midstate.edu](mailto:gpiscaglia@midstate.edu)

**Participation Requirements/Policies and Procedures:**

1. All work is to be completed on time unless unusual circumstances occur. It is your responsibility to turn in the weeks exercises by the appointed deadline. Each deadline that has not been met will result in a two point deduction per exercise for each day late.
2. Attendance will be based on personal contact with the instructor. Students are expected to check in weekly (by Thursday of each week), whether in person, by phone, or email to discuss the week's exercises. Failure to do so will result in being marked absent for the week.
3. ***Academic dishonesty is never tolerated and will be referred to the dean.***
4. Black Ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality.

**Examination Information:** During this course, the student will be expected to complete textbook exercises, and a final exam.

**Methods of Evaluation:** Students will be evaluated based on completion of exercises, attendance and exams.

**Instructor Grading Scale:**

Unit Exercises(10 pts each exercise)	450 pts
Attendance (10 pts each week)	120 pts
Exam	<u>100 pts</u>
	<b>640 Total pts. for class</b>

## Lesson Plan

### Week 1:

- **Topics:** Intro to Physician Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up home office. Read Chapters 1 & 2 and do all exercises for the chapters.

### Week 2:

- **Topics:** Diagnostic X-ray and Lab Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 3

### Week 3:

- **Topics:** Surgery Services and Multiple Surgery Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 4

### Week 4:

- **Topics:** Multiple Surgery Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 5

### Week 5:

- **Topics:** Assistant Surgery Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 6

**Week 6:**

- **Topics:** Anesthesia Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 7

**Week 7:**

- **Topics:** Coordination of Benefits
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 9

**Week 8:**

- **Topics:** Medicare & Medicaid Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 10

**Week 9:**

- **Topics:** Miscellaneous Services
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Set up patient charts and work exercises for Chapter 11

**Week 10:**

- **Topics:** Make-up work
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Use this week to catch up on any work not yet completed.

**Week 11:**

- **Topics:** Certification Review
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Review for Final Exam

**Week 12:**

- **Topics:** Final Exam
- **Objectives:**
  - Demonstrate ability to perform daily duties of a medical biller.
  - Demonstrate the ability to complete financial transactions with a customer.
  - Demonstrate ability to collect usable information from source documents.
  - Practice completion of third party billing including coding under a time limit.
  - Develop confidence in ability to function in a place of employment.
- **Assignment:**
  - Final Exam