

MIC201 – Billing Systems Online

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Pre-requisites: CIS095

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Course Description: This course provides an introduction to the study of the billing and reimbursement processes of hospitals and ambulatory health care settings including: scheduling, registration, insurance verification, fee schedules, encounter forms, charge capturing, billing process, reimbursement process, patient payment and collections. Computer laboratory work with billing software is included.

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Required Textbooks and Learning Tools:

The Paperless Medical Office: Using Optum PM and Physician EMR, V.B.Ferrari, M.Heller, (Cengage)

Course Goals & Objectives

Create and maintain patient medical records.

Schedule patients using learned reasoning for the most appropriate appointment time based upon scheduling policies and availability. (ADO-7 Developing).

Assign CPT, ICD-9, and HCPCS codes to office visits and surgeries, applying and mastering all applicable coding guidelines. (ADO-7 Developing).

Create and submit accurate and complete insurance claim forms for private, commercial, and

government payers for reimbursement.

Use the Internet to research coding and billing questions, insurance carrier policies, and medical and surgical protocol, and obtain authorizations and insurance coverage and benefits.

Register patients by checking them in and out of the computer system and accurately completing paperwork.

Input charges and post payments received in the computer.

Improve business communication skills by role-play and drafting letters and memos to patients, insurance carriers, and providers.

Discuss the revenue cycle by identifying each step in the process and the responsibilities of the

coder and biller. **Course Requirements/Evaluation:**

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1. Students must log in to Jet Net at least twice each week and as necessary to complete your weekly assignments. You will fall quickly behind if you do not stay current with weekly assignments. This class requires class discussions.

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2. Class discussion will take place on Jet Net using the forum application. Students are expected to post their initial response by Wednesday at 11:59pm and respond to the post of another student by Sunday at 11:59pm. Postings must be completed on two different days in order to receive credit and multiple responses are encouraged. Initial responses must be at least five sentences long, responses must be at least three sentences long.

**Responses to other students' posts must be substantial. Provide another perspective, a personal experience, or additional information not found in the text. Responses such as "I agree" or "Me too" are not valid responses.

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3. Students are expected to conduct themselves in a professional manner and utilize their time efficiently. Academic and appropriate writing style is expected on all communications and assignments. Professional demeanor in the forum is critical; everyone is entitled to an opinion and everyone will be treated with respect.

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4. Students are required to read the textbook; all of the information and step-by-step instructions are located in each chapter as well as ALL discussion posts. It is to your advantage to use the assignments and activities as a study guide to reinforce reading from the text book.

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5. All assignments will be turned in on time.

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6. There will be quizzes weekly along with a final exam and a skill-based competency exam.

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7. A skill based competency will be evaluated through a performance skill checklist. The competency must be achieved with 85% accuracy or better with two attempts maximum. If the competency must be repeated, a score of 100% is required.

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8. Students are required to adhere to course expectations, have 24/7 access to the internet and utilize MS Office, Adobe, and a compatible web browser for the work. **Please have a back-up plan in place.**

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Grading:

Your grade will be calculated based on the following percentages:

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40% - Computer Simulations

20% - Discussion Forum Participation

10% - JetNet Tests

20% - Final Exam

10% - Other (Professionalism, Participation)

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** You must achieve a minimum of 2.5 overall on the lecture portion and 85% on the final competency (with a max of two attempts) in order to pass the class! If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course.

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Grading Scale:

4.0 100-94%

3.5 93-89%

3.0 88-85%

2.5 84-80%

2.0 79-75%

1.5 74-70%

1.0 69-65%

0.5 64-60%

0.0 below 60%

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Course Schedule: Assignments

Additional assignments may be given that are not listed here. Weekly assignments are listed in the JetNet Course site. This course is set up so that students who wish to work ahead may do so. **All assignments are open for completion at the beginning of the semester; all assignments must be done by the last day of class.**

	LECTURE	ASSIGNMENTS
WEEK 1		activities as posted on JetNet
Date:	Chapter 1: Introduction to the Paperless Medical Office	<ul style="list-style-type: none"> • Forum discussion
WEEK 1		Begin Optum activities. All instructions should be followed in order as each activity builds on the one before it.
Date:	Chapter 2: Introductions to Optum PM and Physician EMR	Forum discussion
WEEK 2		•
Date:	Chapter 3: Patient Demographics and Registration	Continue Optum activities.
		Forum discussion

WEEK 2		•
		Continue Optum activities.
Date:	Chapter 4: Appointment Scheduling	•
		Forum discussion

	LECTURE	HOMEWORK
WEEK 3		•
		Continue activities.
Date:	Chapter 5: Preliminary Duties in the EMR	•
		Forum discussion
WEEK 3		Continue activities.
Date:	Chapter 6: Patient Work-Up	•
		Forum discussion

WEEK 4

Continue activities.

Date: Chapter 7: Completing the Visit

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Forum discussion

WEEK 4

Continue activities.

Date:
Chapter 8: Other Clinical Documentation

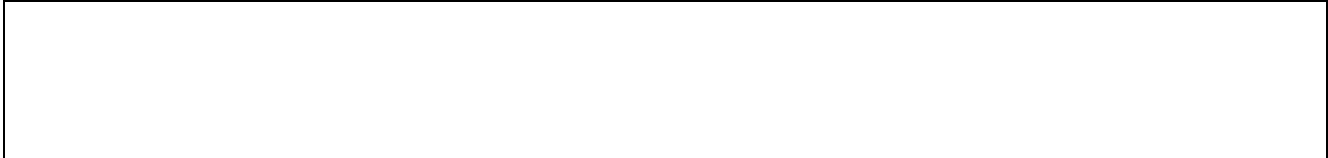
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Forum discussion

WEEK 5

Continue activities.

Date:
Chapter 9: Billing

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Forum discussion



	Lecture	Homework
WEEK 5	Chapter 10: ClaimsManager and Collections	Skill-Based Competency opens on JetNet.
Date:		
WEEK 6	Chapter 11: Applied Learning for the Paperless Medical Office	Competency retakes if applicable.
Date:		
WEEK 7	Final Exam	J You made it through! J
Date:		

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PROFESSIONAL STANDARDS

BEHAVIOR

Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.

LATE ASSIGNMENTS

Assignments are due by Sunday 11:59 pm.

If you know you will be absent, please plan accordingly and have homework done early.

HONOR CODE VIOLATIONS

Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

PARTICIPATION

A large portion of your grade is based on your participation in the course. This includes *actively* participating in the class discussions, completing assignments on time, and acting in a professional manner. If any of these course requirements are not met, this will reflect in your grade.

OTHER POLICIES

The instructor will reconsider any question that was marked incorrect if the student can demonstrate that the answer is correct, based either on what was presented in PowerPoints or in the textbook. Appeals of this nature must be made no later than the class period after the item has been returned to the student.

Participation & Professionalism

Behavioral Warning

Name _____ Points _____

Demonstrates Professional Conduct	Non-Compliant	Comments Regarding Infraction
On time to class/		
Stayed entire class		
Verbal & nonverbal language		
Mannerisms		
Preparedness		
Attitude		

Cooperation

Confidentiality

Caring personality

Willingness to help others

Flexibility

Participation/Professionalism will be considered in your weekly postings.

JCC General Policies

Grades: A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline, which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

Academic Honesty Policy

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical

Cheating means obtaining answers/material from an outside source without authorization.

Cheating includes, but not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization

- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Collaboration

While encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Consequences/Procedures

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

Student **Appeal** **Process:**
<http://www.jccmi.edu/administration/deans/StudentComplaintProcess.htm>

Course Agreement

I have received the syllabus for MIC201 and have read and understand the course requirements.

I have also been told that no late work will be accepted and understand that it is my responsibility to complete all assignments by their given due date. I also understand that there are no make-up quizzes, assignment extensions, or extra credit and any assignment not completed by the due date will result in a zero grade for that assignment.

I have been told and understand that discussion posts are a required part of this course and agree to follow the posting requirements noted in the syllabus or I will receive a zero for each non-compliant post.

I have been told and understand that I must receive an 85% or better on all competencies and a **2.5** or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

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Please post a response in the syllabus forum stating that you have read the syllabus and agree to the requirements of this class.