

## **Billing Systems**

MIC201

Winter 2021

**Number of Credits:** 3

**Days Class Meets:** Online

**Meeting Times:** Online

**Location/Venue:** JetNet/MindTap

**Instructor:** Laura Clifford-Podolsky

**Contact Phone:** 517-256-6508

**Contact Email:** clifforlauraa@jccmi.edu

**Online Office Hours:** 7 to 8pm on Big Blue  
Button or by phone

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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.

## **Prerequisite(s)**

N/A

## **Course Goals**

Students will be able to enter data into the electronic medical record system. The software will give students practice using and understanding how to use an electronic medical record system. The experience will provide students entering the type of data they will use as a biller in an office setting.

## **Course Objectives**

- Create and maintain patient medical records.
- Assign CPT, ICD-9, and HCPCS codes.
- Schedule appointments using EHR
- Create letters using EHR
- Create and submit accurate and complete insurance claim forms for private, commercial, and government payers for reimbursement.
- Input charges and post payments received
- Research billing systems and the costs associated with implementing a new system

## **Textbook**

- Medical Insurance & Coding Green's Understanding Health Insurance: A Guide to Billing and Reimbursement, 15<sup>th</sup> Edition with MindTap

- **Text Book Zero.** This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

## Follett Access

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.
- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout](http://www.jccmi.edu/optout). Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

| Class Starts On:  | Opt Out Date:     |
|-------------------|-------------------|
| January 11, 2021  | January 14, 2021  |
| February 15, 2021 | February 18, 2021 |
| March 15, 2021    | March 18, 2021    |
| March 30, 2021    | April 2, 2021     |

If you have questions about materials, please contact the Jackson College Follett bookstore at [jackson@bkstr.com](mailto:jackson@bkstr.com). For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu).

## Grading Procedure

40% - MOSS assignments  
 10% - MOSS Billing Capstone  
 30% - Final Project  
 20% - Participation, Discussions, other assignments

## Grading Scale

| GPA | GRADE RANGE |
|-----|-------------|
| 4.0 | 94-100%     |
| 3.5 | 89-93%      |
| 3.0 | 85-88%      |
| 2.5 | 80-84%      |
| 2.0 | 75-79%      |
| 1.5 | 70-74%      |

| <b>GPA</b> | <b>GRADE RANGE</b> |
|------------|--------------------|
| 1.0        | 65-69%             |
| 0.5        | 60-64%             |
| 0.0        | 0-59%              |

## **Failure**

You must achieve a minimum of 2.5 overall to pass this course and an 85% on the MOSS Billing Capstone (with a max of two attempts) in order to pass the class. If you do not achieve the required percentage on the Billing Capstone, you must repeat the class, regardless of your total overall average for the course.

## **Academic Honesty Policy**

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

## **Plagiarism**

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical, or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

## **Cheating**

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material 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
- Allowing your work to be submitted by others

## Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

## Course Management

Daily work on the assignments produces a stronger knowledge of the material presented. Trying to cram the information in larger less frequent times could be frustrating. Attention to details is very important in the success when learning and retaining coding and billing information.

## Makeup Policy

Please contact the instructor as soon as possible for any unusual life circumstances that may arise.

## Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

## Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

## Student Responsibilities

Students are expected to have reliable internet access in order to complete the EHR assignments. Be sure to have a back up plan!

## Attendance- Participation Policy

### For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

## Caveat

Schedule below subject to change.

## Important Dates:

| DATE     | EVENT        |
|----------|--------------|
| MARCH 15 | CLASS STARTS |
| MAY 1    | CLASS ENDS   |

## Calendar

### Tentative Schedule

MOSS assignments are all due Sunday by 11:59pm of that week. You may work ahead on MOSS assignments. If you work ahead on Discussion Forums, be sure you go back to make comments and answer questions.

| <b>Week #</b> | <b>Jet Net</b>  | <b>MOSS Assignments</b>        |
|---------------|---|--------------------------------|
| <b>1</b>      | Syllabus Agreement<br>Introductions is our Discussion Question<br>post and reply to others. | 2.1A and 2.2A                  |
| <b>2</b>      | Begin EHR Work<br>Post EHR Choice<br>Discussion Question post and reply                     | 4.1A to 4.8A                   |
| <b>3</b>      | Insurance fraud post - Initial post DUE<br>Wed., Responses DUE Sun.                         | 4.9A TO 4.13A                  |
| <b>4</b>      | Insurance fraud post - respond to<br>comments   | 4.14A TO 4.22A                 |
| <b>5</b>      | Collections Scenarios is our Discussion<br>Question post and reply                          | 4.23A TO 4.30A                 |
| <b>6</b>      | <b>EHR PROJECT DUE SUNDAY</b><br>Discussion Question post and reply                         | 12.1A, 14.1A, Billing Capstone |
| <b>7</b>      | EHR Presentation Sharing is our<br>Discussion Question post and reply                       |                                |