



INSTRUCTIONAL PACKAGE

HIM 130

Medical Billing & Reimbursement

Effective Term

Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: HIM130

COURSE TITLE: Billing and Reimbursement

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course provides an introduction to medical insurance billing and reimbursement. practices with emphasis on the primary payers such as Medicare and Medicaid.

COURSE DESCRIPTION:

This course provides an introduction to medical insurance billing and reimbursement. practices with emphasis on the primary payers such as Medicare and Medicaid.

PREREQUISITES/CO-REQUISITES:

Credit level HIM 103 Minimum Grade of C or Credit level HIM 103 Minimum Grade of TC and (On-Line Orientation **1**)

***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Students will understand why correct billing and reimbursement is so critical to the success of a medical practice.
2. Students will comprehend the basics of how to correctly file claims to an insurance company.
3. Students will understand the foundational rules, guidelines, and functions of medical billing and reimbursement.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Students will be required to participate in weekly Critical Thinking Discussion Exercises.

Students will be required to complete weekly Homework Assignments.

Students will be required to take 4 Tests.

Students will be required to take the Final Exam.

Students are encouraged to attend AAPC meetings for networking and learning.

Students are encouraged to work with the career resource center to fine tune resume.

UNIT 1: CAREER ROLE AND RESPONSIBILITIES

Assessments: Weekly Critical Thinking, Weekly Homework, Unit Test **Role of an Insurance Billing Specialist**

- Students will have the opportunity to learn the background and importance of insurance claims completion, coding, and billing.
- Students will have the opportunity to learn at least three skills (e.g., knowledge of medical terminology, use of code books, and basic mathematics) useful in gaining proficiency as an insurance billing specialist.
- Students will have to the opportunity to learn the educational requirements, necessary personal qualifications, and skills, as well as a variety of career possibilities and areas of specialization open to the insurance billing specialist.

- Students have the opportunity to consider how to project a professional image as an insurance billing specialist.

Compliance, Privacy, Fraud, and Abuse in Insurance Billing

- Students will have the opportunity to become familiar with the electronic health information process.
- Students will have the opportunity to apply necessary knowledge for the release of patient information and maintain HIPAA privacy rules.
- Students will have the opportunity to utilize consent forms, authorization forms, and develop guidelines for a compliance plan.

UNIT 2: THE CLAIMS PROCESS

Assessments: Weekly Critical Thinking, Weekly Homework, Unit Test

Basics of Health Insurance

- Students will have the opportunity to become familiar with the four concepts of a valid insurance contract and how to explain the difference between an implied and express physician-patient contract.
- Students will have the opportunity to describe, in general terms, the important federal, state, and private health insurance plans.
- Students will have the opportunity to define common insurance terms.
- Students will have the opportunity to learn list four actions to prevent problems when given signature authorization for insurance claims.
- Students will have the opportunity to learn how to handle insurance claims in the physician's office to obtain payment and minimize rejection by insurance carriers.

Medical Documentation and the Electronic Health Record

- Students will have an opportunity to identify steps in the medical documentation process, explain why medical documentation is required, and discuss principles of documentation.
- Students will have an opportunity to learn the definitions of common medical, diagnostic, and legal terms, and how to state the contents of a medical report.
- Students will have an opportunity to learn about the documents required for an internal review of medical records, and they will be able to learn how to describe the difference between a prospective and retrospective review of records.
- Students will have an opportunity to learn why an insurance company decides to perform an external audit of medical records and how to identify principles relating to the release and retention of medical records.

- Students will have an opportunity to learn how to formulate a procedure for termination of a case and prepare letters of appeal.
- Students will have an opportunity to learn techniques used for fax confidentiality and how to respond appropriately to the subpoena of a witness or record.

Diagnostic Coding

- Students will have the opportunity to learn the history of diagnostic coding and the purpose and importance of coding diagnoses.
- Students will have the opportunity to learn how to properly use diagnostic code books to obtain accurate codes.
- Students will have the opportunity to learn the meaning of basic abbreviations and symbols used in the code books and diagnostic coding terminology.
- Students will have the opportunity to complete the problems in the student workbook, which will help them obtain the skills necessary to perform diagnostic coding.

Procedural Coding

- Students will have the opportunity to learn procedural terminology and how to properly use a procedure code book.
- Students will have the opportunity to learn the importance and usage of modifiers in procedural coding.
- Students will have the opportunity to learn the difference between CPT and RVS coding systems, as well as various methods of payment by insurance companies and state and federal governments.

The Paper Claim CMS-1500 (02-12)

- Students will have the opportunity to learn the history of the Health Insurance Claim Form (CMS-1500 [02-12]) and when the claim form may or may not be used.
- Students will have the opportunity to learn how to expedite the handling and processing of the CMS-1500 (02-12) insurance claim form and define two types of claim submissions.
- Students will have the opportunity to learn the differences among clean, pending, rejected, incomplete, and invalid claims.
- Students will have the opportunity to learn how to minimize the number of insurance forms returned because of improper completion, to identify techniques required for optically scanned insurance claims, and how to execute general guidelines for completing the CMS-1500 (02-12) claim form for federal, state, and private payer insurance contracts.
- Students will have the opportunity to learn reasons why claims are rejected, and how to abstract relevant information from the patient record for properly completing the CMS insurance claim form will be discussed.

The Electronic Claim

- Students will have the opportunity to learn basic principles and terminology of electronic data interchange (EDI) and to demonstrate understanding of computers, records management, and electronic claim submission (ECS).
- Students will have the opportunity to learn how to select an office computer system, types of carrier agreements, the use of forms, and other materials and processes that are part of electronic claim submission.

Receiving Payments and Insurance Problem Solving

- Students will have the opportunity to learn about the overall picture of where and when insurance claim problems occur, as well as some potential solutions to those problems.
- Students will have the opportunity to learn about claim policy provisions, the role of the state insurance commissioner, claim management techniques, and specifics on appeals processes, including Medicare and TRICARE review and appeal.

Office and Insurance Collection Strategies

- Students will have the opportunity to learn about accounts receivable (A/R), including payments and unpaid balances due from patients; setting, adjusting, and collecting fees; payment options; and billing and collecting.

UNIT 3: HEALTH CARE PAYERS

Assessments: Weekly Critical Thinking, Weekly Homework, Unit Test

The Blue Plans, Private Insurance, and Managed Care Plans

- Students will have the opportunity to learn the differences between private insurance and managed care and how managed care options affect reimbursement.
- Students will have the opportunity to learn about the many types of managed care plans and related financial management issues, along with content about medical review organization and other important health care administration topics.

Medicare

- Students will have the opportunity to learn the essentials of Medicare policies and regulations, payment, and reimbursement.
- Students will have the opportunity to learn about billing for Medicare when combined with additional insurance programs, managed care plans, claim submission, and post-claim submissions.

Medicaid and Other State Programs

- Students will have the opportunity to learn about Medicaid and other state-administered health programs, including eligibility criteria, benefits, managed care coverage, and claim and after-claim procedures.

- Students will also have an opportunity to become familiar with printouts from a point-of-service device and the Medicaid remittance advice form.

TRICARE and Veterans' Health Care

- Students will have the opportunity to learn the eligibility criteria and regulations of TRICARE and Veterans Health Administration health care programs for military personnel and dependents.
- Students will have the opportunity to demonstrate completion of a CHAMPVA claim form.
- Students will have the opportunity to learn about situations in which the TRICARE/CHAMPVA sponsor or beneficiary is covered by another health care option.

Workers' Compensation

- Students will have the opportunity to learn about the background, purpose, and correct application of workers' compensation insurance.
- Students will have the opportunity to learn about the eligibility criteria, reporting mechanisms, and documentation processes used in workers' compensation cases.

Disability Income Insurance and Disability Benefit Programs

- Students will have the opportunity to learn about disability income insurance terminology and various benefit program options.
- Students will have the opportunity to learn about federal and state disability programs including eligibility criteria, reporting mechanisms, and documentation processes used to file medical reports for disability claims.

UNIT 4: INPATIENT AND OUTPATIENT BILLING

Assessments: Weekly Critical Thinking, Weekly Homework, Unit Test

Hospital Billing

- Students will have the opportunity to learn about the hospital billing process, including confidentiality issues, admissions procedures, coding procedures, billing, and reimbursement.
- Students will have the opportunity to learn how to locate and sequent diagnostic codes, identify hospital departments that input data for the UB-04 claim form, study UB-04 claim form block data, and locate errors on a computer-generated UB-04 claim form

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Unit Tests	30%
Homework Assignments	10%
Critical Thinking Participation	30%
Final Exam	30%
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	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Please note the College adheres to a 10 point grading scale

A =	100–90
B=	89- 80
C=	79–70
D=	69–60,
F=	59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require

up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.

4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted

documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-

Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title

IX accommodations may be limited.

To request pregnancy accommodations, please complete the [Pregnancy Intake Form](#).