



Revised 1/12/2013

I. Course and Instructor:

Insurance Billing & Coding / Gregor Sauer

Format:

Web / Canvas

Course Information:

Course Title: Insurance Billing and Coding

Synonym Number: 71359

Course Code: MOT-130-DS21

Credits: 3

Semester: Spring 2013

Prerequisite: *none, but course in or experience with Medical Terminology will be helpful*

Meeting Times and Days: Web

Class Location: Canvas

Start Date: 1/14/13

End Date: 5/3/13

Refund Date: 1/30/13

Withdraw Date: 4/7/13

Instructor Information:

Name: Gregor Sauer

Mailing Address: PO Box 3063 Glenwood Springs, CO 81602

Phone: 512.807.6740

Email: gsauer@coloradomtn.edu

Outside of Canvas, email is the best way to get ahold of me, but you are welcome to leave a voicemail as well. I will do my best to check each daily and get back to you within 48 hours.

Orientation Note: The first graded item will be a Discussion Project due the 2nd week of the course (Jan 22nd). I will try to contact each student individually by email or phone during the 1st week of class with the details, so please ensure that your Canvas notification preferences are set correctly. Additionally, use this time before the course begins in earnest to familiarize yourselves with the new Canvas learning environment, so that you can focus on the course material with minimal distraction.

No-show reporting and financial aid: If you have not completed the Discussion Assignment in Canvas by Tuesday, January 22, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (www.coloradomtn.edu/web/departments/financial_aid)

Computer Access:

Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

II. Course Description:

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

III. Student Learning Outcomes, Competencies, and Skills:

1. Identify the correct primary diagnoses; follow ICD-9 rules and regulations and code accurately by utilizing resources appropriately.
2. List the components of the evaluation and management codes, distinguish the different levels of service, and identify the specific categories and subcategories. Identify when modifiers are needed and use the appropriate code.
3. Accurately and completely classify procedures applicable to:
 - A. Anesthesia
 - B. Integument system
 - C. Orthopedics
 - D. Cardiology
 - E. OB/GYN
 - F. Radiology
 - G. Pathology
 - H. Lab
4. Define and distinguish what codes are HCPCS. Accurately and completely code supplies using HCPCS.
5. Prepare a ledger card showing charges, payments and adjustments and how the patient balance is affected. Identify the types of bookkeeping systems and billing cycles and know their advantages and disadvantages. Explain account aging and the purpose of the aging analysis.
6. Abstract information from the patient medical record to complete the HCFA 1500 form

correctly. Differentiate between a participating and non-participating provider. Define and explain the two types of Medicare coverage. Define and explain the functions of managed care organizations and other third party payers and how they affect health care and reimbursement.

7. Discuss the need for insurance claim follow-up. Identify problem claims and know how to request a review or pursue an appeal. Pinpoint discrepancies in billing and documentation. Recognize and identify audit flags, compliance concepts, and evaluation and management code guidelines.

IV. IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning to apply course material (to improve thinking, problem solving, and decisions).
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
4. Learning how to find and use resources for answering questions or solving problems.

V. Evaluation Methods and Class Management:

IMPORTANT: This class is conducted entirely online within “Canvas”. It is the student’s responsibility to learn how to use Canvas to meet course requirements. Students with questions concerning Canvas should visit the Student FAQ: www.coloradomtn.edu/web/departments/faq-for-students

*The Canvas system serves as an ‘archive’ for each student’s assignments, tests, etc. **E-mailed assignments, reports, etc. are not accepted** because **the instructor is not able** to enter these items into the student’s Canvas account. E-mailed assignments, reports, etc. will receive zero credit. All work must also be legible and identifiable as to the student and assignment.*

The Grading Scale will be on a percentage basis:

100-94 =	A	76-74 =	C
93-90 =	A-	73-70 =	C-
89-87 =	B+	69-67 =	D+
86-84 =	B	66-64 =	D
83-80 =	B-	63-60 =	D-
79-77 =	C+	59-00 =	F

The letter grade for this course will be comprised of a combination of Discussion Group Participation, “Weekly” Assignments, “Weekly” Tests and a Comprehensive Final Examination.

The percentage breakdown will be as follows:

Discussion Group Participation	3%	
“Weekly” Assignments	12%	
The Best 11 out of 12 Tests	55%	(each counts 5% towards the final grade.)
Comprehensive Final Exam	30%	

Discussion Group Participation:

There may be various activities assigned throughout the semester that will require the student to interact with the instructor and/or with other students in the Discussions section of Canvas. The details for each will be announced on there.

“Weekly” Assignments:

While the instructor may include additional questions, the “weekly” assignments will consist chiefly of Chapter Review Questions. The questions here enable the student to automatically assess their knowledge and receive immediate feedback at the end of each chapter. Since the online access to these questions allows the student to retry until they answer all of the questions correctly, it is assumed that each student will eventually achieve a perfect score. To earn full credit, the student will need to submit each completed test, with such a score, as well as the answers to any additional assigned questions, to Canvas by the deadline.

Much of the learning in this course occurs during the student’s independent study of the textbook. ***The course is structured around the expectation that the student will read, study, work-through, and understand the assigned Text chapter before starting the corresponding assignment.***

Late Policy for Assignments:

Late assignments will be accepted up to 2 calendar days after the due date, but will be assessed an automatic **25%** point reduction **per day**.

No assignments will be accepted after the second calendar day following the due date. In other words, assignments submitted after the second calendar day following the due date will receive zero credit.

Note that assignments may be submitted early, once the assignment has been made available in Canvas.

Tests and Exams:

As you can see above, while we will have 12 “weekly” tests, only 11 will count towards the final grade. This is to allow for the odd life interruption or computer snafu that sometimes gets in the way. Because of this allowance, there will be **no other makeups or retests allowed**. So, please use this leeway wisely. I strongly encourage each student to take all 12 tests to their full ability and with full preparation. Not only will this ensure that you maximize this portion of your grade, but it will help prepare you for the Final Exam as well. And, if something unforeseen does occur, you will be glad that you hadn't burned a test unnecessarily.

All of the tests will be timed (for example, a student may have 45 minutes to complete a test). Canvas automatically begins marking the time as soon as the test is started and you are only able to work on it until the time allotted has expired. So, it is very important that you do not begin the test until you are sure you are ready and will not be interrupted.

Remember, there will be no 2nd chances on tests.

The instructor plans to allow a window of 48 hours in which to begin each test. This is an attempt to accommodate everyone's life schedule. However, the instructor reserves the right to change this window at his discretion. Also while the tests are planned to be offered online, at the instructor's discretion any of these tests may be proctored at your local CMC campus and be “closed book.” Any such change will be announced in Canvas and Students must be sure to verify how tests will be taken (i.e., proctored or open-book).

Students may take these tests on a CMC computer at a local CMC campus. Alternatively, if the student has a suitable personal computer with high-speed internet connection, these test(s) may be taken on the student's computer.

NOTE: It is the student's responsibility to check his/her grades to make sure that all assignments and tests show as expected. If there is a problem where, for example, a grade of zero is assigned (meaning nothing was submitted) and the student feels this is in error, they must notify the instructor no later than before the next test becomes available. If notification is not made in a timely matter, as defined above, the student forfeits the right to challenge the grade.

Course Schedule:

While the actual assignments, tests and exams will appear in Canvas as the course progresses, a preliminary course schedule is shown below, at the top of the next page. It provides some detail as to the pacing of the course: which units are to be covered by what date, when assignments and tests will be available and due, etc. The instructor reserves the right to amend or update the course schedule at his discretion throughout the term. Any changes will be announced in Canvas and an updated schedule posted there.

Week	Ends	Test #	Test Covers	Test Available	Test Due	"Weekly" Assignment Due
	1/14/2013			<i>Class Begins – Orient to Canvas</i>		
1	1/22/2013			<i>Canvas Discussion Project Due</i>		
2	2/2/2013	1	Ch 1-4	1/31/2013	2/2/2013	1/31/2013
3	2/9/2013	2	Ch 5-6	2/7/2013	2/9/2013	2/7/2013
4	2/16/2013	3	Ch 7-8	2/14/2013	2/16/2013	2/14/2013
5	2/23/2013	4	Ch 9-10	2/21/2013	2/23/2013	2/21/2013
6	3/2/2013	5	Ch 11	2/28/2013	3/2/2013	2/28/2013
7	3/9/2013			<i>Spring Break</i>		
8	3/16/2013	6	Ch 12-13	3/14/2013	3/16/2013	3/14/2013
9	3/23/2013	7	Ch 14	3/21/2013	3/23/2013	3/21/2013
10	3/30/2013	8	Ch 15	3/28/2013	3/30/2013	3/28/2013
11	4/6/2013	9	Ch 16	4/4/2013	4/6/2013	4/4/2013
13	4/13/2013	10	Ch 17	4/11/2013	4/13/2013	4/11/2013
12	4/20/2013	11	Ch 18	4/18/2013	4/20/2013	4/18/2013
14	4/27/2013	12	Ch 19	4/25/2013	4/27/2013	4/25/2013
15	5/3/2013	Final Exam	Ch 1-19	4/30/2013	5/3/2013	

Note:

Tests will ordinarily be available from **noon Thursday thru midnight Saturday** of their respective weeks

Assignments will ordinarily be due at **midnight Thursday** their respective weeks

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: www.coloradomtn.edu/File/student_handbook.pdf.

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified in writing of changes.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley) and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options:

Information about the CMC grading scale is available in the College Catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at: http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

VII. Required Course Materials

Comprehensive Health Insurance Billing, Coding and Reimbursement – Vines Allen, Braceland, et. al. Second Edition - ISBN: 9780132966894.
(You can order it from Follett - See Below)

Ordering Books

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at www.coloradomtn.bkstr.com. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at www.coloradomtn.bkstr.com/email for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:

Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VIII. Other Information:

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit:

www.coloradomtn.edu/web/departments/faq-for-students.

Initial Login Information: Login information is available from the lefthand navigation bar on www.coloradomtn.edu/canvas/.

Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: mycmc.coloradomtn.edu.

Proctored Exams

Students taking proctored exams at a Colorado Mountain College location need to plan ahead and adhere to campus hours when taking tests. Appointments should be made at least one week before you would like to take the exam. You must start the exam with enough time to finish before the location closes. Students living outside the physical CMC service area may take proctored exams at alternate test sites. Students needing this option must arrange for an appropriate testing location. Contact the Online Learning office at 970-947-8341 in advance of the desired testing date for more information.

A Few Words About Microsoft Office

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from www.OpenOffice.org to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations. NeoOffice is another free option for Mac users.

Note: For this class, any submissions uploaded into Canvas will need to be in a format that Canvas can display directly, i.e. one that it supports for viewing via automatic Scribd conversion. Plain text format (.txt extension) or portable desktop format (.pdf extension) work well, but there are others. Refer to Canvas for its list.

Virtual Library Information

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning

Information is available at: http://www.coloradomtn.edu/online_learning/.