



## CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Insurance Forms
  - A. Universal Claim Form
  - B. Blue Cross
  - C. Blue Shield
  - D. Medicare
  - E. Medi-cal
  - F. Medi-Medi
  - G. Champus
  - H. Industrial
  - I. Hospital Claim Form
- II. Disability Forms
  - A. Disability Insurance
  - B. Worker's Compensation
  - C. Champus/VA
- III. Special Plans
  - A. H.M.O.
  - B. P.P.O.
- IV. Accounts
  - A. Process Payments
  - B. Computer Billing
  - C. Collection & Appeals Process
- V. Medical Ethics
  - A. Professional Liability
  - B. Physician's Personal Insurance

### REQUIRED READING:

Fordney, Marilyn Takahashi. Insurance Handbook for the Medical Office. 6th edition. Philadelphia: W.B. Saunders Co., 1999.

Fordney, Marilyn Takahashi. Student Workbook for Insurance Handbook for the Medical Office. 6th Edition. Philadelphia: W.B. Saunders Co., 1999.

### SUGGESTED READING:

American Medical Association. C. P. T. - Physicians' Current Procedural Terminology. 4th Edition. Chicago: 1990.

Commission on Professional and Hospital Procedures. ICD-9-CM Volumes 1 & 2. 2nd Printing. Reston, VA: St. Anthony Publication, 1997.

### REQUIRED WRITING:

One paragraph essay questions are given on the exams. Collection letters and inquiries for past-due insurance payments are also required.

### OUTSIDE ASSIGNMENTS:

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

Obtain C.P.T. or I.C.D. 9 C.M. coding books from outside source if possible to be used during course. Students are expected to complete text readings on the topics presented. Students shall integrate lecture and text material, as well as prepare themselves for examinations in their daily studies.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Hands-on practice filling out insurance and disability forms and coding followed by performance testing for accuracy. Transparencies and handouts of correctly completed forms. Examples for computer billing and pegboard for students to see and use.

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Exams	50%	Students will demonstrate knowledge of insurance billing and processing claims.
Workbook	25%	Students will complete workbook assignments.
Homework	25%	Students will answer questions pertaining to textbook material.

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

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**SIGNATURES ON FILE**