



**MEDICAL ASSISTANT**  
**Coleman College for Health Sciences**  
MDCA 1343 – Medical Insurance  
CRN 17922- Fall 2016  
Stafford Campus|  
1:00 p.m. - 2:50 p.m. Lecture Room E100  
Lab 03:00p.m. – 06:00 p.m. Monday  
(16 weeks FALL hybrid)  
2 hour lecture course/ 2 hours lab/  
64 hours per semester/ 16 weeks

**Instructor: Lakessa, Monroe, MBA,BSBA, CMA (AAMA)**  
**Contact Information: Office: 713) 718-7360**  
**E-mail: [lakessa.monroe2hccs.edu](mailto:lakessa.monroe2hccs.edu)**

**Office location and hours**

The MDCA Program is located in Suite 434. The instructor assigned to this course can be reached by phone at (713)-718-7360 or (713)-718-7365 (secretary), Mr. George Kollie. Individual/group tutoring is available. Schedule the time with your instructor. Students will be seen during the instructor’s conference period as walk-ins or by scheduled appointments. Instructor’s office hours will be posted on the outside door of Room 432 and an appointment schedule will be left with the MDCA secretary.

**Course Description** MDCA 1343 emphasizes medical office coding procedures for payments/reimbursement by patient or third party.

**Prerequisites** None

**Course Goal** The course goal for MDCA 1343 is to provide allied health students who have minimum background in medical insurance with the basics of filing and coding medical insurance claim s.

**Student Learning Outcomes:** The student will be able to:

1. Code procedures performed during office visits
2. Bill patients or insurance carriers for visits/procedures
3. Compare and contrast insurance plans
4. Define common terms used to file third party reimbursement forms.

## Learning objectives Students

will:

- 1.1 Perform diagnostic coding accurately by using ICD-9 coding books
- 1.2 Perform procedural coding accurately using CPT coding books
- 2.1 Abstract from source document relevant information for completing claim form
- 2.2 Accurately complete claim form for a third party payer
- 3.1 Compare and contrast insurance plans
- 3.2 Using managed care policies and procedures complete a referral form
- 3.3 Recognize and recall terms used in filing third party reimbursement **SCANS or Core**

### **Curriculum Statement and Other Standards**

*Credit: 3 (3 lecture)*

<b>Scans</b>	Competencies (C1, C2, C6, C5, C8, C15, C16, C17)
<b>CAAHEP</b>	VII. C (Cognitive) Managed Care/ Insurance (1-12) VII. P (Psychomotor/ Skills) Managed care/ Insurance (1-6) VII. A (Affective/ Behavior) Managed care / Insurance (1-3) VIII. C (Cognitive) Procedural and Diagnostic Coding (1-4) VIII. P (Psychomotor/ Skills) Procedural and Diagnostic Coding (1-2) VIII. A (Affective/Behavior) Procedural and Diagnostic Coding (1)

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VIII. P (Psychomotor/ Skills) Procedural and Diagnostic Coding (1- 2)  
VIII. A (Affective/Behavior) Procedural and Diagnostic Coding (1)

**Instructional Methods**

This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

Required Textbook:

1. **Medical Insurance A Revenue Cycle Process Approach 7<sup>th</sup> edition 978- 1-25968305-3 (bundle package). Delmar Cengage Learning.**

**MDCA 1343** courses involve the uses of lectures, PowerPoint presentation, videos, virtual simulation, visual aid, and medical computer software. **Student**

**Assignments**

Assignments have been developed that will enhance your learning skills. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a Medical Assistant. There are two special assignments for this course that must be completed for you to achieve success in this course along with three major exams. The Student Medisoft software using Connect for simulated exercises created from Medisoft Advanced Version 19. The case studies in Chapter 16 can be completed using the CMS-1500 form.

**Final Exam**

The test will consist of one hundred (100) multiple choice questions, which will include all chapters of the textbook. Questions will include knowledge and comprehension questions covering medical

billing, coding, reimbursement, definitions and terminology. Questions will also include practical applications scenarios, coding identifications and completing a CMS-1500 form.

**Final Lab Practical Portfolio** Students are required to complete the twenty (20) cases studies from the Sim Claim software CD which accompanies their textbook.

**Assessments**

Major exam s (4)	15% of your final grade
W weekly quizzes (9)	15% of your final
grade Homework	10% of your final
grade Midterm Exam	30% of your final
grade Final Exam/ Portfolio	30% of your final
grade	

## **HCC Policy Statement - ADA**

Services to Students with Disabilities Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Raj Gupta at 713-718-7631 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office. Students who are requesting special testing accommodations must first contact the appropriate (Most convenient) DSS office for assistance: Disability Support Services Offices: System: 713.718.5165 Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas. Northwest: 713.718.5422 Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor

## **HCC Policy Statement: Academic Honesty**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and or/ disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. *The following statement is an excerpt from the Student Conduct section of the College System catalog:* “Scholastic dishonesty includes, but is not limited to, cheating on test, plagiarism, and collusion.” “Cheating on a test includes:

Copying from another student’s test paper;

Using, during a test, materials not authorized by the person giving the test;

Collaborating with another student during a test without authority;

Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;

Bribing another person to obtain a test that is to be administered.

“Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.”

## **HCC Policy Statements**

*Class Attendance – Students are responsible for attending 90% of the class including lecture/lab.*

Class attendance equals class success.

**HCC Course Withdrawal Policy** It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of “F” in the course. The final day for withdrawal is **October 28, 2016 at 4:30 p.m.** If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course ; please take the time to meet with the instructor to discuss

why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W ”on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines on **October 28, 2016@ 4:30 p.m .** ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**Repeat Course Fee** the State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **HCC Student Service Information**

**Early Alert:** HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

**For DE students:** Much information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

## **Virtual Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**Classroom Behavior** As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him /her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Use of Camera and/or Recording Devices** As a student active in the learning community of this course; it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor. Use of recording devices, including cam era phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

## **Instructor Requirements**

As your Instructor, it is my responsibility to:

1. Provide the grading scale and detailed grading formula explaining how student grades are to be derived
2. **Facilitate an effective learning environment through class activities, discussions, and lectures**
3. Description of any special projects or assignments
4. Inform students of policies such as attendance, withdrawal, tardiness and make up
5. Provide the course outline and class calendar which will include a description of any special projects or assignments
6. Arrange to meet with individual students before and after class as required

## **To be successful in this class, it is the student's Responsibility to:**

1. Attend class and participate in class discussions and activities Read and comprehend the textbook
2. Complete the required assignments and exam s:
3. Ask for help when there is a question or problem
4. Keep copies of all paperwork, including this syllabus, handouts and all assignments
5. Passing all written examinations, quizzes and assignments with a minimum grade average of 75%.
6. Pass all skill competencies with 90% proficiency

7. Be in class attendance 90% of the time

### Program/Discipline Requirements

Using the experience from the textbook in medical reimbursement and coding field the students will practice skills learned during the course at the midterm and submit a Midterm Lab Practical Skill portfolio (manual/ computer) worth 25% This project will also include creating five (5) patient folder with the completed forms required for a new patient or an established patient. Patients will be assigned by your instructor. The students will also submit a Final Lab Practice (portfolio) which will include manual and computer skills used from the Med iSOFT software case studies (20 cases) worth 30%.

### Grading

Your instructor will conduct quizzes, exam s, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and m ay be able to assist you in finding resources on cam pus that will improve your performance.

### Grading Scale

90 - 100 = A 80 - 89 = B 75 - 79 = C 60 - 69 = D below 60 = F

### Assessments

Major exam s (4)	15% of your final grade
W weekly quizzes (9)	15% of your final grade
Homework	10% of your final grade
Midterm Exam	30% of your final grade
Final Exam / Portfolio	30% of your final grade

Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**Make-up policy:** It is the student's responsibility to consult with the instructor for any make- up assignments. The instructor is not required to provide any make-up assignments. All or any make-up work is at the discretion of the individual instructor. There will be only one make-up test allowed. No course online assignments will be reopened during the class semester to redo assignments; it is the student's responsibility to complete all assignments within the required time given which is one week. **Any student absent from a major exam, test or quiz must contact the instructor and schedule a make-up exam to be taken before**

**EGLS<sub>3</sub> -- Evaluation for Greater Learning Student Survey System**

**At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of**