

**UNIVERSITY OF THE INCARNATE WORD**  
**Extended Academic Programs**

**HSCI 2317 – Medical Insurance Practice**  
**Syllabus & Course Outline – Summer I 2016**

**I. Instructor**

[Name, credentials]  
[Title/Position]  
[Office:Bldg & Rm #]  
Office Hours: By appointment

Class Location: <https://blackboard.uiwtx.edu/>  
email: see course website  
Phone: see course website

**II. Catalog Description:** This course teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing, collecting, and records processing.

Context: This course is part of the lower level core curriculum in the Associate of Science and Bachelor of Science of Health Sciences degree and certificate programs.

Course Overview: This course is designed to emphasize the medical billing cycle—ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. Medical insurance specialists must be familiar with the rules and guidelines of each health plan in order to submit proper documentation, which then ensures that offices receive maximum, appropriate reimbursement for services provided

Prerequisite: None.

**III. Course Objectives**

Course Outcomes	Assessment
Upon completion of the course, students will be able to:	The objectives will be assessed by:
Apply concepts involving major types of medical insurance, payers, and regulators, medical billing cycle, HIPAA/HITECH Privacy, Security, and Electronic Health Care Transactions/ Code Sets/ Breach Notification rules.	Successful participation in course activities, asynchronous or synchronous course discussions, meaningful synthesis and construction of literature review, presentations, and satisfactory performance on quizzes and written papers.
Demonstrate correct coding procedures, use of coding references, and compliance with proper linkage guidelines.	
Discuss the general procedures for calculating reimbursement, how to bill compliantly, and prepare and transmit claims.	
Discriminate major third- party private and government- sponsored payers' procedures and regulations along with specific filing guidelines.	
Explain how to handle payments from payers, follow up and appeal claims, and correctly bill and collect from patients.	
Evaluate hospital billing, coding, and payment methods.	Discussion and written report of community service learning project.
Compose original materials in Standard American English (to demonstrate college-level communication).	

#### **IV. Methodology**

UIW Online embraces the 'Peltz Principles' for effective asynchronous online instruction. Accordingly, this course has been designed to require students to demonstrate interactive work that requires presence. More specifically, this course employs an asynchronous student-centered teaching method that uses online learning resources to facilitate information sharing outside the constraints of time and place that places emphasis on peer-to-peer interactions. This approach combines self-study with asynchronous interactions to promote learning anytime and anywhere there is Internet connectivity.

The UIW Online learning management system has been developed to support online interaction, allowing users to organize discussions, post and reply to messages, and upload and access multimedia. These asynchronous forms of communication have been supplemented with more synchronous components including text messaging/chat and telephone conversations. Students are also encouraged to organize virtual meetings as may be necessary to enhance collaboration with virtual platforms such as FaceTime and Skype.

#### **V. Course Requirements & Grading**

**Reading** - Required readings are assigned from the required course text and handouts that will be provided by the instructor. Students are responsible for all required readings and are expected to do this in preparation to participate/contribute to class discussions and exercises. Reading is not a graded activity.

**Discussion Questions** - Students will participate in asynchronous discussion questions related to germane issues/case studies involving medical insurance practice in the healthcare marketplace. Discussion will be of a substantive nature. Discussion will be of written format and principles of good writing apply (this is not a text message assignment). Specific instructions for the discussion questions are found within the weekly class notes. Discussion is a graded activity.

**Homework Assignments** - Students will be assigned homework each week to reinforce the assigned reading, discussion, and other assignments. Specific instructions for each homework assignment are found within the weekly class notes. Some assignments will include writing and principles of good writing apply. Specific instructions for homework assignments are found within the weekly class notes. Homework assignments are a graded activity.

**Written Paper** – A written paper assignment will be used to assess the student's ability to apply fundamental principles of clinical documentation and record keeping. Specific instructions for the written paper assignment are found within the weekly class notes. Principles of good writing apply. The written paper activity is a graded activity.

**Quizzes** – Following completion of each block or unit of assigned reading, discussion, and assignments, there will be a quiz covering fundamental principles from the assigned readings/content. Specific instructions for each quiz are found the weekly class notes. Quizzes are graded activity.

**Community Service Learning Project** – is conducted in your community. The student will plan, execute, and submit a written report of their activity. The activity will be an opportunity for students to apply a select course objective a planned community service project AND to the mission of the University of the Incarnate Word. Execution of the planned community service counts toward the community service hours required of graduation. Specific instructions are found within the weekly class notes. The community service learning project is a graded activity.

**Exams** - The student will be required to take and pass a midterm and final exam. The final exam will be time-limited. Success is required in satisfaction of the course itself as well as rendering the student eligible for endorsement for certification examination. Specific instructions are found within the weekly class notes. Exams are a graded activity.

**Class Participation** – Students are expected to participate in all class assignments and activities during each week. Failure to do so will result in an absence. Each absence will result in a score of zero for all missed activities.

## VI. Method of Evaluation

Required Assignments (30%) - Homework assignments, quizzes, presentations, written paper, and community service learning project

Substantive Discussion (30%)

Objective Examination (40%) - Midterm and final examinations.

Grading – Grades will be assigned based on the following table:

A	93 - 100	Completion of work in a timely, excellent manner, i.e., clear understanding of assignment, concepts, and appropriate application to organizational situations.
A-	90-92	
B+	87-89	Completion of all work in a timely and approved manner but with room for improvement.
B	83-86	
B-	80-82	
C+	77-79	Work that is careless or imprecise.
C	73-76	
C-	70-72	
D+	67-69	Work that is incomplete.
D	63-66	
D-	60-62	
F	< 60	Unacceptable work.

## VII. Required Text

*Medical Insurance: An Integrated Claims Process Approach, 6<sup>th</sup> Edition*, Valerius/Bayes/Newby/Blochowiak, VitalSource eTextbook.

## VIII. Disability, Pregnancy & Title IX Policy

Please take time to be aware of the following policies.

### Disability Accommodations:

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

### Pregnancy Accommodations:

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services  
4301 Broadway CPO 286

Administration Building – Suite 105  
San Antonio, TX 78209  
(210) 829-3997  
(210) 829-6078  
[www.uiw.edu/sds](http://www.uiw.edu/sds)

Title IX Information:

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit [www.uiw.edu/titleix](http://www.uiw.edu/titleix).

**IX. Academic Honesty**

The highest standards of academic honesty are expected in the course. Forms of academic dishonesty include, but are not limited to cheating, plagiarism, counterfeit work, falsification of academic record, unauthorized reuse of work, theft, and collusion. See the student handbook for definitions and procedures for investigation of claims of academic dishonesty.

**X. Important "DROP COURSE" Information:**

It is the student's responsibility to drop their course within the 100% refund period to avoid assessment of tuition and fees. There will not be a university-initiated drop for non-participation. If you do not plan to attend, you must drop your courses by Friday at 5pm of the first week of the term to be within the 100% refund period. Friday of week 1 of the course is the last day to drop a course at 100%. You may do so by emailing your request to [virtual@uiwtx.edu](mailto:virtual@uiwtx.edu). **A \$50 administrative fee is applied for all drops from courses offered through the Virtual University. ARMY Students** must drop their course(s) through **GoArmyEd** and the drop fee will be waived.