

UNIVERSITY OF THE INCARNATE WORD
Extended Academic Programs

HSCI 3340 – Third Party Pay Systems
Syllabus & Course Outline – Summer II, 2015

I. Instructor

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Communication: All official university communication will be sent to your UIW Cardinal Email account. This includes all correspondence you will receive from your instructor. Please make sure you check your UIW email regularly.

II. Catalog Description:

This course is designed to give you an overview and working knowledge of Third Party Pay Systems and how they affect the Healthcare Industry. Today's healthcare environment is very complex with multiple allied health positions necessary for ensuring its success. We will learn about many of these in this course. Many of you may currently work in healthcare and are seeking to move into the managerial sectors of the industry. This course will enhance your knowledge of the industry and assist you in your goals for the future.

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: The course begins with a look at the multiple allied health careers in today's health care system. Next is an overview of health care in America and the evolvement of managed care organizations available to patients. The author walks through the intricacies of medical coding, billing, and auditing. A look at government medical billing to include Medicaid, Medicare, and TRICARE follows. Finally, a capstone experience within a chosen and available discipline is planned, executed, and synthesized giving insight into the realities of the selected profession.

Prerequisites: Computer literacy.

III. Course Outcomes

Course Outcomes	Assessment
Upon completion of the course, students will be able to:	The objectives will be assessed by:
Understand the history and impact of managed care and the key elements of a managed care contract that dictates the provider's compensation for services.	Successful participation in course activities, asynchronous or synchronous course discussions, meaningful synthesis and construction of literature review, presentations, and satisfactory performance on quizzes and examinations.
State the purpose of the ICD-9-CM and evaluation and management (E/M) services and distinguish between new and established patients.	
Identify the different types of medical facilities and differentiate between inpatient and outpatient reimbursement.	
Determine the qualifying factors for Medicare, Medicaid and TRICARE and understand the benefits each recipient will receive.	Successful participation in course activities, asynchronous or synchronous course discussions, meaningful synthesis and construction of literature

Understand common problems and solutions for delayed denied or delayed payments.	review, presentations, and satisfactory performance on quizzes and examinations.
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IV. Required Text

Vines-Allen, D. (2013). Comprehensive Health Insurance: Billing, Coding and Reimbursement, 2nd Edition. Prentice Hall, CourseSmart eTextbook.

V. Methodology

Assessment of Course Learning Objectives will include individual evaluation of performances. Methods of assessment include group/class discussion, quizzes, and written and presented assignments.

VI. Assignments / Blackboard

The weekly schedule runs every Monday (12:00am CST opens the week) through Sunday (11:59pm CST closes the week). Week 8 is a short week and all assignments will be due NLT Friday at 6:00pm CST. I make all weekly lesson folders available in Blackboard on Sunday evenings at 6pm (CST) in order for students to get a jumpstart on the weekly assignments. Within each weekly lesson folder, you will find all of the week's assignments and supporting materials. There will also be a weekly class notes folder to emphasize what needs to be accomplished each week. It is each student's responsibility to navigate through and familiarize themselves with Blackboard during Week 1 if they are not familiar with it. In case of technical difficulties with Blackboard, I do accept assignments via email attachment, but I must be notified first if you experience any problems

VII. Course Requirements & Grading

A. *Readings.* Required readings are assigned from the course text. Students are responsible for all required readings and are expected to participate/contribute to class discussions and exercises based on the required reading assignments.

B. *Instructional Media.* Required instructional media tutorials are assigned based on the course text. Students are responsible for all required instructional media assignments and are expected to participate/contribute to class discussions and exercises based on the required instructional media found in these tutorials. The tutorials are presented in PowerPoint format and can be located in the weekly lesson media links folder.

B. *Discussion Questions (DQ).* Students will participate in asynchronous discussion questions related to germane issues of various legal issues in healthcare. Discussions will be of a substantive nature. All students must understand that a significant part of an online class is the discussion process. Students will be graded on the number and quality of contributions to those discussions. Class discussions via postings are a critical component in the student's contribution to the course.

Rules for Discussion Questions:

Students are expected to talk—converse—discuss—dialogue—speak—exchange ideas. I will be looking for at least 3 substantive comments each week that insightfully examine our course topics. Three comments on one day don't substitute for one comment on each of three days ("me too" doesn't count as a comment). In the past this has been perhaps the most meaningful part of the student experience—the exchange of ideas, philosophies and thoughts about the legal system and its impact on our daily lives.

The true purpose of discussion questions is meant to replicate the spontaneous discussion that occurs in any classroom. I generally will not get too involved but will come in and out to stimulate some class discussion. I will also post my thoughts to your comments when I grade your weekly posts. As a general

rule, the more you participate, the higher your grade. This can be/is fun. The Discussion/Weekly Summary grade counts. Participation in the threaded discussions is a very important part of online courses. I require that each student logon and participate in the week's threaded discussion on three different days each week (the more substantive the comments, the more points earned). You will get a possible 100 points per week. Each student will be expected to research, read and share facts of their opinions – depending on the nature of the questions. You must submit your initial response contribution NLT 11:59pm each Thursday. All follow-on responses are due NLT 11:59pm each Sunday.

Not meeting this minimum of 3 times will result in a lower score for the week's discussion. Note that your posting must say more than simply "I agree" in order to count. It must comment on the question or another's comments in a thoughtful way. Each post should be at least two paragraphs in length (100-150 words). The first is a response to the question that is posed for the week. The remaining responses are to fellow classmate's comments in the discussion. I will only evaluate participation for discussion threads within the current week's threaded discussion. For example, during week 2, I will only evaluate message postings in the week two discussion thread—not thread postings for week 1 threads (late thread postings will not be counted). The week comes to a close on Sunday. You may comment on one another's work after that, but I will only evaluate the postings up by midnight Sunday. Week 8 is a short week and class ends on Friday. During Week 8, all postings are due NLT **6pm Friday** of that week.

IMPORTANT: This course expects you to utilize current periodical literature, internet sources and published case analysis as appropriate to support your positions in your weekly discussions. Again, please remember to cite your sources. I have found that many students will bring in outside links in their response. This is good and it allows for more exposure by the class to outside supporting materials. I generally will not comment on each student's post or get involved in the discussion to a great extent, as long as the class is interactive and on point. I may come in and out of the thread to stimulate the discussion.

Please remember, your instructor is committed to the process of schooling and the journey of learning and appreciates learners who also have that same commitment. Just like in any classroom, your privacy is respected and your thoughts and observations will not be shared outside this class, as many learners appreciate confidentiality when speaking/writing about their past and current organizations. For anyone new to "dialoguing" in the online environment, there are some basic rules to follow before writing replies. Please ask yourself:

- Is what I am about to say/write truthful?
- Is what I am about to say/write kind?
- Is what I am about to say/write necessary?

If you can answer "yes" to these, then your posting/message is "respectful dialogue". Remember, when you read a "far out" response--First...don't just react to the posting...think about it..."really listen" to others...suspend judgment...then, when you have had a while to ponder on it...use the 3 guidelines above to post a "response" reply...not a "reaction" reply.

C. *Quizzes (Q)*. Following completion of each block of assigned reading, discussion, and homework, there will be a timed quiz covering fundamental principles from the assigned readings, homework and discussions.

D. *Written Paper (WP)*. In week 7, a writing assignment will be used to explore substantive issues in the health insurance industry that require individual focus to better prepare and inform students on translating a health care service into a billing claim. The WPs will challenge the student in key topics to synthesize information and to introduce the application of fundamental principles of professional writing. The instructor will provide the format of each WP. WP assignments will be graded according to the rubric provided by the instructor.

Writing Style:

Students are expected to submit all papers following the most current APA writing guidelines published by the American Psychological Association. Students should read and become familiar with these standards. Quoted text must be accompanied by an appropriate explanation. This means for every one line of quoted text there is to be a one-paragraph synthesis of the relevance to the topic being discussed.

WIKAPEDIA and other non-academic writing is NOT considered professional, scholarly literature appropriate as citations or for supporting your text in academic papers. Use of non-scholarly citations will result in loss of points. Bulleted lists of items or statements are not APA style and not acceptable in papers.

Colloquial expressions should not be used. In most instances, scholarly papers are generally written in the third person, so do not use the personal pronoun "I" in papers.

It is important to choose language appropriately so that your writing may not be construed as biased or discriminatory. Words that reflect bias regarding presupposed outcomes of the or with respect to issues such as ethnicity, nation origin, gender, marital status, age, religion, sexual orientation, or disability should be avoided. Useful guidelines concerning writing style and appropriate use of language can be found in the APA manual. You can reference <http://www.apastyle.org> to find out more about writing in the ABA style.

E. *Article Research & Review*. Starting in week 1 and periodically thereafter, students will locate and read an article from a professional journal or newspaper that relates to the weekly topic. Then, students will post a 150 word (minimum) paragraph review of the article. Students should discuss how the article applies to the field of healthcare administration. Remember to include a reference with the source. Article review guidelines and posting requirements can be found in the weekly discussion board folder.

F. *Reflection Essay*. During the final week of class, students will write an essay about what they learned in class and how it will benefit them after graduation. Minimum required essay length is approximately 150 words.

G. *Homework*. During weeks 2-6, students will be given graded homework problems that reinforce the learning objectives presented in each weekly textbook reading assignment. Homework questions and posting requirements can be found in the weekly lesson assessments folder. Answers will be uploaded as an attachment and submitted via Blackboard.

H. *Class Participation*. Students are expected to participate in class assignments and activities during each class session. We are here to share knowledge, techniques, skills, approaches, and philosophies. In order to do that, it is important that each student understands and embraces the 4 Ps: preparation, presence, promptness, and participation.

- If the student does not fully prepare by reading and otherwise completing assignments, class discussion will be of limited value.
- If the student is not present, learning cannot take place and his/her unique thoughts and perspectives are lost to the rest of the class. Two absences equal 1 grade letter drop.
- Students who enter the classroom late disrupt the discussion and flow; promptness is an expression of respect for others as well as yourself. Three late assignments equal 1 absence.
- Students learn best by participating. More importantly, each student has the responsibility to share his/her understanding and judgment with the class to advance the group's collective skills and knowledge.

This online course is not self-paced, nor is it open-ended. There is a beginning and ending date for each course, and assigned deadlines for homework, reading, quizzes, and on-line discussions. Our online class

will be taught in a somewhat informal lecture and discussion format. Open-ended discussion is highly encouraged and students are invited to ask questions or raise points for discussion at any time. All of our discussion and person-to-person contact will be done through the website to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to me.

This semester is eight weeks long. We cannot possibly cover all aspects of this course in that short period of time. You will do most of your work on-line, and you will be expected to access the website area at least five out of the seven days per week to submit work, retrieve assignments, read, and participate in posted group discussion. Participation is critical to your successful completion of this class and will have a major bearing on your final grade. Let me be clear that this does not mean you will not pass the course if you are on less than five days, but it makes it harder for you to complete the course because you will spend more time when you are on less often.

Finally, you cannot learn scientific level concepts unless you practice them regularly. There will be several homework assignments. Discussion will also be based around the concepts in order for all of the students in the class to support each other in learning the course material.

VIII. Method of Evaluation

A. Required Assignments

Discussion Questions & Article Review(s)
 Quiz(zes)
 Graded Homework
 Written Paper
 Essay

B. Grading

A	93 - 100	Completion of work in a timely, superior 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. Better than average grasp of the subject matter.
B	83-86	
B-	80-82	
C+	77-79	Indicates an acceptable grasp of the essentials of the course, but whose work requires improvement, is careless or imprecise.
C	73-76	
C-	70-72	
D+	67-69	Indicates less than average performance in the course and whose work that is incomplete or inaccurate.
D	63-66	
D-	60-62	
F	< 60	Failure to master minimum essentials of the course. Course must be repeated.

IX. Professionalism / Lateness

Your assignments reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your assignments. A good way to think of this is to treat each assignment as though you are submitting it to your boss. Likewise, you never want to be late to your boss with an assignment. Unless there is a true emergency situation, I don't tolerate lateness. Ten points will be deducted for assignments up to 24 hours late. After 24 hours, I will not accept any late assignments.

X. Disability Statement

The University 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 and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. For more information contact:

Student Disability Services
Administration Building, Suite 105
Ph. (210) 829-3997
Fax. (210) 829-6078
Website: <http://www.uiw.edu/ada/>

XI. 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.

XII. 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. You may do so by emailing your request to 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.

XIII. Class Outline

The term “week” used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All homework assignments are due at the appropriate time of the week indicated on the course outline.

Each week you will notice a number in parenthesis in the AIE column. This is the Alternative Learning Equivalencies for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic each week. Its primary purpose is for accreditation. Readings and homework assignments are not awarded AIEs.

Week	Dates	Assignments	AIE
1		a. Orientation: Blackboard Homepage, Course Syllabus & Outline	-
		b. Read Ch 1 & 2 (Billing & Coding/Patient, Provider & Carrier Relationship)	-
		c. Instructional Media Review – PPT Tutorial Ch 1 & 2	(2)
		d. Discussion Board Part 1: Getting to Know You (Initial Post)	(.5)
		e. Discussion Board Part 2: Getting to Know You (Responses to Others)	(1)
		f. Internet Research Article Review	(1)
		g. Quiz: Ch 1 & 2	(1.5)
		Sub Total	6
2		a. Read Ch 3 & 4 (Understanding Managed Care Contracts & Ethics/HIPAA)	-
		b. Instructional Media Review - PPT Tutorial Ch 3 & 4	(2)
		c. Discussion Board Part 1 (Initial Post)	(.5)
		d. Discussion Board Part 2 (Responses to Others)	(1)
		e. Internet Research Article Review	(1)
		f. Quiz: Ch 3 & 4	(1.5)
		g. Graded Homework	-
		Sub Total	6

3		a. Read Ch 5 - 7 (ICD-9 Coding/ICD-10 Coding/CPT)	-
		b. Instructional Media Review - PPT Tutorial Ch 5 - 7	(3)
		c. Discussion Board Part 1 (Initial Post)	(.5)
		d. Discussion Board Part 2 (Responses to Others)	(1)
		e. Quiz Ch 5 - 7	(1.5)
		f. Graded Homework	-
		Sub Total	6
4		a. Read Ch 8 - 10 (Coding Procedures/HCPCS/Auditing)	-
		b. Instructional Media Review - PPT Tutorial Ch 8 - 10	(3)
		c. Discussion Board Part 1 (Initial Post)	(.5)
		d. Discussion Board Part 2 (Responses to Others)	(1)
		e. Quiz Ch 8 - 10	(1.5)
		f. Graded Homework	-
		Sub Total	6
5		a. Read Ch 11 & 12 (Physician/Hospital Billing)	-
		b. Instructional Media Review – PPT Tutorial Ch 11 & 12	(2)
		c. Discussion Board Part 1 (Initial Post)	(.5)
		d. Discussion Board Part 2 (Responses to Others)	(1)
		e. Internet Research Article Review	(1)
		f. Quiz Ch 11 & 12	(1.5)
		g. Graded Homework	-
		Sub Total	6
6		a. Read Ch 13 – 15 (Medicare/Medicaid/TRICARE Billing)	-
		b. Instructional Media Review – PPT Tutorial Ch 13 - 15	(3)
		c. Discussion Board Part 1 (Initial Post)	(.5)
		d. Discussion Board Part 2 (Responses to Others)	(1)
		e. Quiz Ch 13 - 15	(1.5)
		f. Graded Homework	-
		Sub Total	6
7		a. Read Ch 16 & 17 (Explanation of Benefits/Refunds, Follow-Ups & Appeals)	-
		b. Instructional Media Review – PPT Tutorial Ch 16 & 17	(2)
		c. Graded Paper	(1.5)
		d. Discussion Board Part 1 (Initial Post)	(.5)
		e. Discussion Board Part 2 (Responses to Others)	(1)
		f. Quiz Ch 16 & 17	(1)
		Sub Total	6
		8	
b. Instructional Media Review – PPT Tutorial Ch 18 & 19	(2)		
c. Discussion Board Part 1 (Initial Post)	(.5)		
d. Discussion Board Part 2 (Responses to Others)	(1)		
e. Reflection Essay	(1)		
f. Quiz Ch 18 & 19	(1.5)		
Sub Total	6		
Total	48		