

# Syllabus for HIMT 380

## Healthcare Billing, Coding, & Reimbursement

### Course Instructor

### Course Description

This course is organized into 12 lessons and examines coding and reimbursement; managed care plans; prospective payment systems; Medicare-Medicaid reimbursement; the Resource-Based Relative Value Scale; case mix management; and revenue cycle management.

**Prerequisites:** None

### Course Learning Objectives

After completing this course, you will be able to:

- Describe different types of codes (ICD-9, ICD-10, CT, HCPCS) used in healthcare billing, and discuss where each type of codes are applicable.
- Explain different types of managed care organizations, and discuss the concept of integrated delivery systems.
- Apply techniques for coding compliance.
- Evaluate the strengths and weaknesses different types of healthcare reimbursement methods ranging from prospective and retrospective to episode-of-care reimbursement techniques.
- Evaluate different types of private and government-sponsored health insurance plans and describe the differences between these plans.
- Evaluate and differentiate between various government-sponsored healthcare programs such as Medicare, Medicaid, and Indian Health Services programs.
- Apply the RBRVS based physician reimbursement technique to practical scenarios.
- Differentiate between Medicare and Medicaid prospective payment systems for healthcare services delivered to patients in post-acute care.
- Define basic language associated with reimbursement under Medicare and Medicaid prospective payment systems in post-acute care.
- Apply concepts related to payment formulas and reimbursement methods to practical situations to compute reimbursements.
- Explain the concept of revenue cycle and describe the importance of effective revenue cycle management for a provider's fiscal stability.

- Describe the origins and evolution of value-based purchasing and discuss pay for performance.

## HIM Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2014 AHIMA bachelor's degree competencies:

- I.A.2 - Identify the functions and relationships between healthcare classification systems.
- I.A.3 - Map terminologies, vocabularies and classification systems.
- I.B.1 - Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- I.B.2 - Compile organization-wide health record documentation guidelines.
- IV.A.1 - Manage the use of clinical data required by various payment and reimbursement systems.
- IV.A.2 - Take part in selection and development of applications and processes for chargemaster and claims management.
- IV.A.3 - Apply principles of healthcare finance for revenue management.
- IV.A.4 - Implement processes for revenue cycle management and reporting.
- V.A.2 - Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle.
- V.B.1 - Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines.
- V.B.2 - Manage coding audits.
- V.B.3 - Identify severity of illness and its impact on healthcare payment systems.
- V.D.1 - Implement provider querying techniques to resolve coding discrepancies.
- V.D.2 - Create methods to manage Present on Admission, hospital acquired conditions, and other CDI components.
- I.A.4 - Evaluate the accuracy of diagnostic and procedural coding.

## Course Materials

### Required

- Materials on coding can be found in the course.
- This course requires you to use Microsoft Word and Excel. Here are a few good tutorials for Excel:
  - <http://office.microsoft.com/en-us/training/excel-2007-training-courses-HA010218987.aspx>

- [https://mva.microsoft.com/en-us/training-courses/microsoft-excel-2013-essentials-8678?l=pjCU8BH1\\_6304984382](https://mva.microsoft.com/en-us/training-courses/microsoft-excel-2013-essentials-8678?l=pjCU8BH1_6304984382)
- <https://support.office.com/en-US/article/How-to-create-a-basic-chart-in-Excel-2010-d2267ad9-4abb-4ea5-b1e2-fb094596f118>
- [Tutorial on how to work with pivot tables](#)

## Course Outline

Lesson 1: Introduction

Lesson 2: Healthcare Reimbursement Methodologies

Lesson 3: Clinical Coding and Reimbursement

Lesson 4: Coding Compliance

Lesson 5: Voluntary Healthcare Insurance Plans

Lesson 6: Government-Sponsored Healthcare Programs

Lesson 7: Medicare-Medicaid Prospective Payment Systems for Inpatients

Lesson 8: Ambulatory and Other Medicare-Medicaid Reimbursement Systems

Lesson 9: Medicare-Medicaid Prospective Payment Systems for Post-Acute Care

Lesson 10: Revenue Cycle Management

Lesson 11: Value-Based Purchasing

Lesson 12: Coding Compliance

## Course Policies

### Expectations from Students

Every week, there will be reading assignments, online discussions, and homework assignments. Some weeks, there will be an exam. You are expected to log on to the course website several times every week to read announcements, participate in online discussions, and complete and submit assigned work, including homework assignments and exams. You are expected to find off-line time to complete the reading assignments, homework assignments, exercises, and exams.

You may communicate with the instructor via email or phone regarding your course-related questions and your personal matters that could affect your progress in the

course. If you have a question that applies to the whole class, please post it at the course website (Ask Your Instructor forum). If you want to communicate confidentially with the instructor, please send an email to the instructor. Also, the instructor can be reached by phone or by fax. See the syllabus for instructor contact information.

*Since this is an upper-level class for three credits, you are expected to spend about 9 to 12 hours per week on this class. These hours include reading the materials, participating in discussions, and working on homework assignments and exams. If you are unable to commit this time, it may have an adverse impact on your performance.*

## What Students Can Expect from the Instructor

Here is what you can expect from the instructor:

- The instructor will make frequent announcements about the conduct of the course.
- The instructor will moderate the online discussions.
- The instructor will grade discussions, assignments, and exams in a timely manner. Normally, all items will be graded within a week to ten days from the due date. If there is going to be a delay in grading, the instructor will announce it on the course website.
- The instructor will log on to the website regularly to look for questions posted. The instructor will answer the questions within 36 hours; often within 24 hours.
- The instructor will post any additional policies pertaining to the course, such as the policy for penalties for late submission.

## Late, Incomplete, or Homework Not Submitted

If you are going to be late with an assignment or exam submission, please inform the instructor about the delay and explain the reasons. The instructor may accept the late submission with a penalty, depending on the reason and the nature of the assignment. Incomplete assignments will receive partial credit. Unsubmitted assignments will receive no credit. Please read the policies on late homework assignments, discussion messages, and exams.

- Late discussion messages will not receive any credit.
- Late homework assignments will be penalized 10% of the credit for each day they are late. If the homework is late by five days or more, it will not receive any credit. If you are unable to submit the homework on time and plan to submit the homework late, please contact the instructor.
- Late exams will be penalized 10% of the credit for each day they are late. If the exam is late by five days or more, it will not receive any credit. If you are unable to submit the exam on time and plan to submit the exam late, please contact the instructor.

## Grading

## Discussions

Please refer to the discussion guidelines in this course for detailed information on evaluation criteria and expectations.

## Determination of Final Grade

This is how the required work in the course will be weighted:

|   |     |
|---|-----|
| Introduction message  | 1%  |
| Discussions   | 21% |
| The following homework assignments and quizzes<br>make up 44% of the total: | 44% |

Lesson 1: Lesson 1 Quiz and Lesson 2 Quiz (in D2L under Quizzes), counting 20% each, and Lesson 1 Homework, counting 60%.

### Lesson 2 Homework Assignment

Lesson 3: Lesson 3 Quizzes 1-4 (in D2L under Quizzes), counting 10% each, and Lesson 3 Homework, counting 60%.

|                                  |     |
|----------------------------------|-----|
| Lesson Homework Assignments 4-12 |     |
| Exams                            | 34% |

## Grading Scale

|         |   |
|---------|---|
| 90–100% | A |
| 80–89%  | B |
| 70–79%  | C |
| 60–69%  | D |
| 0–59%   | F |

## Course Calendar

Assignments, exams, and discussion posts are due at 11:59 p.m. (CST) unless noted otherwise.

Please post the discussion follow-up messages only after the deadline for the initial messages ends.

| <b>Assignment</b>  | <b>Available @ 12 noon</b> | <b>Due @ 11:59 pm</b> |
|--|----------------------------|-----------------------|
| Introduce Yourself (in the Personal Introductions discussions forum) |                            | Wed. 9/7              |
| Homework 1 (includes quizzes)  | Wed. 9/7                   | Wed. 9/14             |
| Discussion 1 Initial Post  |                            | Fri. 9/9              |
| Discussion 1 Follow-Up Posts   |                            | Fri. 9/16             |
| Homework 2   | Wed. 9/14                  | Wed. 9/21             |
| Discussion 2 Initial Post  |                            | Fri. 9/23             |
| Homework 3 (includes quizzes)  | Wed. 9/21                  | Wed. 9/28             |
| Discussion 2 Follow-Up Posts   |                            | Fri. 9/30             |
| Homework 4   | Wed. 9/28                  | Wed. 10/5             |
| Discussion 3 Initial Post  |                            | Fri. 10/7             |
| Exam 1   | Wed. 10/5                  | Wed. 10/12            |
| Discussion 3 Follow-Up Posts   |                            | Fri. 10/14            |
| Homework 5   | Wed. 10/12                 | Wed. 10/19            |
| Discussion 4 Initial Post  |                            | Fri. 10/28            |
| Homework 6   | Wed. 10/19                 | Wed. 10/26            |
| Discussion 4 Follow-Up Posts   |                            | Fri. 11/4             |
| Homework 7   | Wed. 10/26                 | Wed. 11/2             |
| Discussion 5 Initial Post  |                            | Fri. 11/11            |
| Homework 8   | Wed. 11/2                  | Wed. 11/9             |
| Exam 2   | Wed. 11/9                  | Wed. 11/16            |
| Discussion 5 Follow-Up Posts   |                            | Fri. 11/18            |
| Homework 9   | Wed. 11/16                 | Wed. 11/23            |
| Discussion 6 Initial Post  |                            | Fri. 11/25            |
| <b><i>Thanksgiving Day: 11/24 (Thursday)</i></b>                     |                            |                       |
| Discussion 6 Follow-Up Posts   |                            | Fri. 12/2             |
| Homework 10  | Wed. 11/23                 | Wed. 11/30            |
| Discussion 7 Initial Post  |                            | Fri. 12/9             |
| Homework 11  | Wed. 11/30                 | Wed. 12/7             |
| Discussion 7 Follow-Up Posts   |                            | Fri. 12/16            |
| Homework 12  | Wed. 12/7                  | Wed. 12/14            |
| Exam 3   | Wed. 12/14                 | Wed. 12/21            |