

Medical Assisting (MEDA) 1106 Basic Medical Insurance and Billing (3 Units)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: This course presents the basic functions of the insurance and billing practices for healthcare workers. Topics include management of basic financial activities for healthcare facilities including medical insurance, methods of establishing professional fees, billing laws and regulations, banking, and bookkeeping.

Type of Class/Course: Degree Credit

Text: Booth, Kathryn A., et al. *Medical Assisting: Administrative and Clinical Procedures*. 8th ed., McGraw Hill, 2023.

Course Objectives:

At the end of the course, a successful student will be able to

1. Analyze the basics of medical insurance including multipurpose billing, primary coverage, health programs, health maintenance organizations (HMO), and preferred provider organizations (PPO).
2. Evaluate the methods of establishing professional fees, customer credit, and identify the laws and regulations that affect follow-up and collection procedures.
3. Discuss the skills necessary to perform bookkeeping, accounting, and payroll.
4. Assemble all forms of insurance, disability, and workers compensation claim forms.
5. Compare and contrast at least four issues related to legal issues of insurance billing and medical records.
6. Explain basic banking procedures including types of banking, credit cards, checks, and petty cash.

Student Learning Outcomes:

1. Articulate the basic medical insurance billing process.
2. Demonstrate the skills necessary to perform bookkeeping, accounting, and payroll.
3. Outline common issues related to insurance billing.
4. Explain basic banking procedures for medical facilities.

Course Scope and Content:

Unit I. Medical Insurance

- A. Basic Insurance Terminology
- B. Medical Billing History
 - 1. Payment Practices in the United States
 - 2. Revenue Cycle
 - 3. Diagnostic-Related Group (DRG)
 - 4. Electronic Billing
- C. Multipurpose Billing
 - 1. Combination Bill
 - 2. Super Bill
- D. Primary Coverage
 - 1. One Policy
 - 2. Two Policy
- E. Health Programs
 - 1. Group
 - 2. Individual
 - 3. Government Assisted
- F. Health Maintenance Organizations (HMO)
 - 1. Definition of HMO
 - 2. Services
 - 3. Contracts
- G. Preferred Provider Organizations (PPO)
 - 1. Definition of PPO
 - 2. Services
 - 3. Contracts

Unit II. Methods of Establishing Professional Fees and Customer Credit

- A. Professional fees
- B. Physician fee schedule
- C. Payment arrangements
- D. Collection methods

Unit III. Laws and Regulations that Affect Follow-up and Collection Procedures

- A. Credit Laws
- B. Confidentiality
- C. Federal versus State Collection Laws

Unit IV. Bookkeeping, Accounting, and Payroll

- A. Bookkeeping Systems
 - 1. Single-entry
 - 2. Double entry
 - 3. Forms
- B. Accounting
 - 1. Accounts Receivable
 - 2. Accounts Payable

- C. Payroll
 - 1. Forms
 - 2. State and Federal Taxes
 - 3. Personal Deductions
 - 4. Healthcare Deductions

Unit V. Banking Procedures

- A. Types of Banking Accounts
- B. Types of Bank Checks
- C. Types of Credit Cards
- D. Petty Cash
- E. Safe Deposit
- F. Office Safe

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of regular class time doing the following:

- 1. Reading Assignments
- 2. Writing Assignments
- 3. Watch Videos

Methods of Instruction:

- 1. Lecture
- 2. Discussion
- 3. Videos

Methods of Evaluation:

- 1. Exams/Quizzes/Tests
- 2. Projects
- 3. Homework
- 4. Assignments
- 5. Online exercises

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Applicable

Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries