

# Medical Insurance Billing Course Syllabus

**Welcome to the world of Medical Insurance Billing! This course will prepare the student to properly handle medical information and code and bill medical charges.** *Prior or concurrent enrollment in a Medical Terminology course is strongly encouraged.*

**ZOOM Sessions:** Saturdays, 11 a.m. to 4 p.m. Attendance is mandatory for course completion. Attendance will be taken at the start of the session and at the end of the session. Students will need to keep their cameras on to verify attendance. Sessions will include lecture, discussion, questions and answer sessions and explanation of homework. When the session is shorter than the scheduled time, remaining time is instructor “office hours” to address individual questions/concerns.

=>For a listing of topics and specific class sessions/holidays, please refer to the Course Calendar document.

## Materials you will pick up from the Student Store (free with enrollment):

- **Textbook:** *Medical Insurance; A Revenue Cycle Process Approach, 8<sup>th</sup> Ed, by Joanne Valerius. Published by McGraw-Hill, (Looseleaf edition with CONNECT ACCESS CARD ISBN 9781260692143).*

**Handouts:** Will be emailed or linked on the homepage of [www.medicclaimclass.net](http://www.medicclaimclass.net)

- **Connect Sign-up Instructions, Connect Technical Requirements, Connect App Download Instructions as well as various supplemental materials as necessary.**

## Practice Codebooks to purchase (*this will be explained in ZOOM session*):

- Recent edition codebooks (within last two years, please):
  - 1) ICD-10-CM (*International Classification of Diseases, CLINICAL MODIFICATION (AMA edition).*)
  - 2) CPT (*Current Procedural Terminology, (AMA Professional Edition).*)

## Software/App Requirements:

- **Chrome Browser**
- **PDF document reader (Adobe Acrobat for example)**
- **Zoom and CONNECT Apps may be needed for certain devices/situations.**

## Website Access Links (to be received by email):

- **Zoom sessions**
- **CONNECT course site**
- **Google Classroom coding exercises and videos**

**Grading:** In order to receive a certificate for this course, students will need to have satisfactorily completed 80% of the work assigned and have attended the Zoom sessions. *Students missing more than two Zoom sessions may be subject to being dropped from the course. Assignments must be completed by due dates. This is a learning process, so make the effort to complete the work even if it is not perfect! **We learn from mistakes.** If you have a medical or other emergency that needs accommodation, please see your instructor for assistance/arrangements.*

Please E-mail Questions to Your Instructor: [medicclaimclass@gmail.com](mailto:medicclaimclass@gmail.com)