PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS  

INSURANCE BILLING & CODING  
ADMN 2945

Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0.0  
Revised: Spring 2013

Catalog Course Description:

A continuation of insurance coding with an emphasis on evaluation and management coding, use of  
modifiers, linkage of service codes to diagnoses codes. Also covered is the use of billing software to  
enter patient information, process transactions and produce patient statements.

Entry Level Standards:

Students should have successfully completed the prerequisite and be able to:

- Read, write and spell at the college level
- Use a word processing program
- Run computer exercises using Windows XP, Windows Vista, or Windows 7  
  computer format.
- Retrieve and edit a database
- Email and access the Internet
- Download/upload files

Prerequisites:

ADMN 2940

Textbook(s) and Other Course Materials:

1. ISBN: 9780077776633 Computers in the Medical Office
2. ISBN: 9780077776633 Student at-Home Medisoft Advanced Version 16 is available for  
   students choosing to complete the computer exercises at home and the computer uses one of  
   the following operating systems: Windows XP Professional SP3, Windows Vista Business  
   SP1 or Windows 7 Ultimate.
   Edition

I. Week/Unit/Topic Basis:

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<th>Week</th>
<th>Topic</th>
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II. Course Goals*:

The course will:

A. Use computer software that simulates medical office management tasks. (I)

B. Increase knowledge of diagnosis coding and strengthen knowledge of procedure/service code assignment with special emphasis on evaluation and management code assignment. (II, III, VI)

C. Enhance student ability to relate the diagnosis code to the appropriate service/procedure code. (II, III, VI)

D. Further ability of the student to locate the chart documentation for correct code assignment. (II, III, VI)
III. Expected Student Learning Outcomes*

The student will be able to:

1. Enter patient data, diagnoses, procedures/services, charges and payments, post insurance payments, and create patient statements using a practice management software program. (A)
2. Create insurance claims and reports using a practice management software program. (A)
3. Assign Evaluation and Management CPT codes. (B)
4. Audit a patient chart. (II, III)
5. Assign HCPCS codes, if needed. (B)
6. Link diagnosis codes with appropriate procedure/services. (C)
7. Abstract surgical reports, history and physical reports, diagnostic procedure reports, discharge reports, and SOAP notes to determine the diagnosis code(s) and service/procedure codes along with appropriate modifiers, if needed. (B,C, D)

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: 60% of final grade

There will be three (3) exams given during the semester. Two exams will consist of objective questions in the form of multiple choice, true/false, short answer, or short essay covering the class discussion, coding textbook and practice management software. The third exam will consist of activities to be completed on the PC. Printouts along with the saved items on a flash drive will be collected for grading.

B. Laboratory Expectations:

You will be expected to complete the software assignments either in an open computer lab or at home (if you purchase the Student at-Home Medisoft Advanced Version 17 CD). The open lab is available at all campuses. Check posted hours.

C. Field Work:

None

D. Other Evaluation Methods: 40% of final grade

Class work, assignments, weekly quizzes, and participation make up 40% of the final grade. Each student is expected to complete all assignments. Late submissions are not accepted. Participation points are also awarded for class discussion and activities. Participation/class activity points lost because of absence or tardiness are not made up. Missed quizzes are not made up. Failure to meet assignment deadlines will result in a zero being assigned.

You should plan for 2-4 hours of study for each one-hour of class. In other words, you are expected to spend at least six hours completing the assigned work in addition to the time spent in the classroom. If you are experiencing problems, please consult the instructor.
E. Grading Scale:

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<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>B+</td>
</tr>
<tr>
<td>82-88</td>
<td>B</td>
</tr>
<tr>
<td>79-81</td>
<td>C+</td>
</tr>
<tr>
<td>72-78</td>
<td>C</td>
</tr>
<tr>
<td>65-71</td>
<td>D</td>
</tr>
<tr>
<td>64 or less</td>
<td>F</td>
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V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:
Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner.

Proficiency Credit by Examination (CBE):
A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State Community College on the basis of past experience or training. Students may apply for credit by examination no later than the first week of class. MATH and APT credit by examinations are given only in the fall and spring semesters. The student’s application for credit-by-examination must be approved by the department head and vice president of Division of Learning. [Note: The HCOA concentration of APT will administer credit-by-examination tests within the first week of classes. Please contact the course instructor.]