



CLASS NUMBER AND NAME:	MDN305	MEDICAL INSURANCE PLANS
TOTAL HOURS/UNITS:	24 HOURS	2 UNITS
PREREQUISITES:	Completion or concurrent enrollment in MDN161A-Medical Terminology I.	
TEXTS AND MATERIALS:	<ul style="list-style-type: none"><li>Understanding Health Insurance A Guide to Billing &amp; Reimbursement, 13th Edition; Green, Michelle &amp; Rowell, JoAnn. Cengage Learning, 2017 Textbook: (ISBN 9781305647428)</li></ul> <p>Study guides and exercises (provided by instructor)</p>	
CLASS DESCRIPTION:	This class is presented to orient the student to Commercial and Government insurance programs. These include Medi-Cal (Medicaid), Healthy Families, Medicare, State Disability, Worker's Compensation, TRICARE, CHAMPVA, Managed Care Plans such as HMO's and PPO's. Medical ethics and legal issues pertaining to patient billing are discussed.	
CLASS OBJECTIVES:	<ol style="list-style-type: none"><li>To introduce the student to Federal (Medicare) and State (Medi-Cal) guidelines.</li><li>To provide the student with a description of the various insurance plans and systems of delivering health care.</li><li>To introduce the student to legal/ethical issues that affect insurance claims and medical records.</li><li>To introduce the student to managed care including when and how to request authorization for services and procedures.</li><li>To introduce the student to common acronyms used in the insurance community.</li></ol>	
CLASS FORMAT OVERVIEW:	The class is conducted in the lecture, question and answer discussion method with each student having the opportunity to participate. Correction of projects in class is an integral part of the learning experience.	
METHODS OF INSTRUCTION:	As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class.	

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present--the instructor's decision will be final.

REQUIREMENTS

The student must complete the workbook pages (pass/fail). Tests must be passes with a grade of 60% or better in order to pass the course.

TESTING:

Tests are given after each chapter as well as periodic quizzes to review learned work. A final is given at the end of the course using information learned during the module.

There are no retakes of any tests in Medical

LATE TESTING:

**A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a "B").

**LATE HOMEWORK WILL NOT BE ACCEPTED UNLESS PRIOR ARRANGEMNTS HAVE BEEN MADE WITH INSTRUCTOR.**

GRADING POLICIES:

Each student is graded on the cumulative point system as follows:

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

Points are given for tests and quizzes, which are given after each chapter, after each learned coding procedure. This is the type of class in which learning occurs through doing. There is a comprehensive final exam.

**Students out of uniform will be subject to the uniform contract grading policy.**

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course, the student will be able to:

1. Understand billing and eligibility guidelines for PPO and HMO insurance plans.
2. Explain the Medi-Cal and Medicare guidelines which pertain to patient eligibility, filing of claims, and the medical office's responsibility as a participating or non-participating provider, or when accepting assignment or not accepting assignment.
3. Participate in a class discussion regarding the guidelines and responsibility for filing claims as they pertain to Worker's Compensation, State Disability, TRICARE, CHAMPVA, and forms involved in those claims.
4. Complete various HMO authorization forms and know when to do so.
5. Complete a final exam for various insurance plans and eligibility requirements.

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<b>1</b>	<b>Introduction to Medical Insurance Plans</b>  Insurance Pre-Test  <b>In Class Assignment</b> Terms	Lecture and Review Terms Intro Quiz Review  <b>Managed Care Chapter 3 &amp; 13</b> Read Ch. 3 (pg. 47-60) Read Ch. 13 (pg. 465-475) HW: 2 Hours	<b>Quiz #1 Intro/Terminology</b>	Managed Care/BCBS Packet and Lecture  HW: 2 Hour Managed Care Q & A
<b>2</b>	Review Managed Care Q & A  <b>In Class Assignment</b> Authorization Forms  Discussion Topic: Gatekeeper Article	Authorization Forms Quiz Review  <b>Medicare Chapter 14</b> Read Ch. 14 (pg. 493-542)  HW: 2 Hours	<b>Quiz #2 Managed Care</b>	Medicare Packet & Lecture Discussion Topic: ABN form, Medicare Summary Notice & Remittance Advice  HW: 2 Hour Medicare Q & A <b>Medicaid Chapter 15</b> Read Ch. 15 (pg. 545-575)
<b>3</b>	Review Medicare Q & A Discussion Topic on NPI and PECOS  Medicaid Packet and Lecture <b>In Class Assignment</b> Medicaid Q & A	Review Medicaid Q & A  HW: 2 Hour	Review Medicaid Q & A Discuss/Lecture - Healthy Families, CMSP and Partnership Health Lecture	Quiz Review  <b>Workers Comp Chapter 17</b> Read Ch. 17 (pg. 613-635) HW: 2 Hours
<b>4</b>	<b>Quiz #3 Medicare/Medi-Cal</b>	Workers Comp Packet and Lecture  Workers Comp Q & A HW: 2 Hour	Review Workers Comp Q & A SDI Lecture <b>In Class Assignment</b> Dr's 1 <sup>st</sup> Report	Review Dr's 1 <sup>st</sup> Report Assignment Quiz Review  <b>Tricare/ChampVA Chapter 16</b> Read Ch. 16 (pg. 579-609) HW: 2 Hours
<b>5</b>	<b>Quiz #4 Chapter 17 &amp; SDI</b>	Tricare/ChampVA Packet and Lecture  Tricare Q & A HW: 2 Hours	Review Tricare Q & A <b>In Class Assignment</b> Worksheet	Review the Worksheet Assignment "mini" Tricare quiz  HW: 3 Hours
<b>6</b>	Review of Tricare Quiz	<b>FINAL REVIEW</b>	<b>FINAL</b>	Late Testing

**This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences.**

**Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus word part list, flashcards, and practice tests all when appropriate to augment learning. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.**