



MISSION STATEMENT

"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"

HEALTH INSURANCE PROCESSING DIDACTIC COURSE

Clinical Component Meeting Time: Wednesdays 9:00am – 3:00pm Fridays 9:00am – 3:00pm Lab

Instructors: TBA

Office Address: 422 Main St, Malden MA 02148

320 Washington St, Brookline, MA 02445

Office Phone: Malden (781)333-3522 - Brookline (617)383-6058

E-mail: TBA

Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description

This course is designed to introduce issues pertaining to medical and dental health, insurance processing, applicable legal/government guidelines and statutes.

II. Course Goals and Objectives

The goals of this model curriculum are to:

- Students will develop general knowledge of health / dental insurance terminology
- Students will develop general knowledge of health / dental insurance Forms
- Students will develop general knowledge of health / dental insurance coding.

III. Class Expectations and Assignments

Students will be expected to practice self-study through reading assigned materials, reviewing pertinent resources and/or working as a group on assignments. Utilizing the computer and Total MD software to formulate and practice insurance claims.

IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Homework
- Final Exam

A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes

After studying all materials and resources presented in the course, the student will be able to:

- Identify various types of third-party payers
- Apply fee and diagnostic billing codes
- Use critical thinking skills and appropriate terminology
- Handle transactions involving patient payment for services
- Recognize different insurance forms

Student success is our priority, don't hesitate to ask questions and always give your best!!!!

Good Luck

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	<ul style="list-style-type: none"> • General Insurance Terminology • Understanding Health Insurance 	<ul style="list-style-type: none"> • Class Discussion • General Review • Quiz
WEEK 2	<ul style="list-style-type: none"> • Health Insurance Legal and Regulatory Issues • Public Duties 	<ul style="list-style-type: none"> • PowerPoint • Post-Lecture Review/Quiz
WEEK 3	<ul style="list-style-type: none"> • Billing and Coding Essentials 	<ul style="list-style-type: none"> • PowerPoint Presentation • Post Lecture Review Quiz
WEEK 4	<ul style="list-style-type: none"> • Review 	<ul style="list-style-type: none"> • Lab Project • Case Study

