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:
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

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<th>WEEK</th>
<th>SUBJECT MATTER</th>
<th>ACTIVITIES</th>
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<tr>
<td>WEEK 1</td>
<td>- General Insurance Terminology</td>
<td>- Class Discussion</td>
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<td>- Understanding Health Insurance</td>
<td>- General Review</td>
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<td>- Quiz</td>
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<td>WEEK 2</td>
<td>- Health Insurance Legal and Regulatory Issues</td>
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<td>- Public Duties</td>
<td>- Post-Lecture Review/Quiz</td>
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<td>WEEK 3</td>
<td>- Billing and Coding Essentials</td>
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<td>- Post Lecture Review Quiz</td>
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