

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 550

COURSE TITLE

MEDICAL INSURANCE

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course covers the different medical insurance programs, including a study of the benefits and claim procedures with emphasis on the completion of forms and the use of medical codebooks. The course prepares a student to obtain employment as an insurance clerk and/or receptionist in a doctor's office, clinic, hospital, or insurance company. (FT)

LECTURE/LABORATORY HOURS

65

NOTE: In order to earn one (1) unit of high school credit, student will be required to complete an additional 5 hours of work in an open lab for a total of 70 hours.

ADVISORY

Completion of or concurrent enrollment in OFSY 551, Medical Terminology or equivalent.

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide instruction relevant to the allied health field including various health insurance plans. Instruction includes procedural coding, diagnostic coding and billing. Careers in the medical field will be explored.

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Define and exhibit correct usage of insurance terms used in processing insurance forms in medical offices, clinics, hospitals, and other medical areas.
2. Recognize and name the various types of health insurance plans.
3. Interpret billing procedures, forms, and entitlement of the various government health programs.
4. Define basic coverage provided beneficiaries of the following government health programs: Medi-Caid, (Medi-Cal in California) MEDICARE, CHAMPUS, HMO's, Worker's Compensation, TAR, SDI, and the Blue Plans.
5. Define basic coverage provided beneficiaries of the following standard health programs: CIGNA, Blue Shield, Blue Cross, Kaiser, Foundation for Medical Care, State Disability, and various HMO's.
6. Demonstrate proficiency and accuracy in selecting the correct procedure code for each service provided from the current edition of Physician's Current Procedural Terminology, ICD-9 CM, and HCPCS.
7. Utilize the International Classification of Diseases diagnosis book.
8. Utilize government forms and group health forms.
9. Perform basic physician office billing procedures.

SECTION II

COURSE CONTENT AND SCOPE

1. Overview of Course
2. Introduction of the Various Types of Medical Insurance Programs
 - 2.1. Blue cross, blue shield
 - 2.2. CHAMPUS, medicare and medi-cal

COURSE CONTENT AND SCOPE (CONTINUED)

- 2.3. State disability and worker's compensation
3. Introduction of the Current Procedural Terminology Code Book and the International Classification of Diseases Diagnosis Book
4. Medical Insurance Terminology
 - 4.1. Carrier
 - 4.2. Accepting assignment
 - 4.3. Provider
 - 4.4. Group contracts
 - 4.5. Individual contracts
 - 4.6. Fiscal intermediary
5. Insurance Forms
 - 5.1. Types
 - 5.2. Completion
 - 5.3. Coding
 - 5.4. Case histories

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, materials such as textbooks, supplemental reading assignments, relevant industry periodicals, manuals, and computer resources.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a notebook/portfolio of class assignments and projects and completion of various medical insurance forms. Writing assignments will enable students to demonstrate understanding of medical terms, office procedures and evaluation of proper writing skills.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, reference resources or handouts, and analyzing and providing written answers to assigned questions.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, written and oral analysis of readings and/or classroom materials, interpret billing procedures for various insurance programs, analyze insurance carriers, primary vs. secondary.

EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Written and practical tests.
2. Completion of assigned projects.
3. Attendance and punctuality.
4. Completion of performance objectives.

MEDICAL INSURANCE

PAGE 4

5. Participation in class.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, use of audio-visual, group and team work. Other unique instructional strategies such as field trips, computer access, job shadowing, volunteering, and guided student job assignments, may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course, such as:

- Insurance Handbook for the Medical Office*, Fordney, W. B. Saunders, latest edition
- Student Workbook for the Insurance Handbook for the Medical Office*, Fordney, latest edition
- CPT-Current Procedural Terminology*, latest edition
- ICD-9-CM-International Classifications of Diseases*, latest edition
- Medical Insurance Workbook for Students*, latest edition
- HCPCS Medicare*, latest edition
- Taber's Cyclopedic Medical Dictionary*, latest edition
- Physician's Desk Reference*, Slone, Medical Economics Company, latest edition
- Workbook for Insurance Handbook for the Medical Office*, Marilyn Fordney, CMA-AC, CMT, latest edition

PREPARED BY Office Systems Professors DATE April 21, 1987

REVISED BY Marcy Schroeder DATE September 15, 1989

REVISED BY Vi Huprich DATE January 17, 1996

REVISED BY Sharian Lott DATE February 22, 2007

REVISED BY Instructional Services, SLOs added DATE March 7, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog