

University of Arkansas – Fort Smith

5210 Grand Avenue
P.O. Box 3649
Fort Smith, AR 72913
479-788-7000

General Syllabus

OMT 2843 Medical Insurance and Billing

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

An introduction to the basic functions of processing medical insurance claims including a step-by-step approach to guide students through the insurance claim form cycle.

II. Student Learning Outcomes

A. Subject Matter

Upon completion of this course, the student will be able to process medical insurance claims in adherence with legal regulatory rules when given various medical billing case studies.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Analytical Skills

Students will isolate and identify the correct information needed to process a claim, organize the information for decision making and evaluate the information for accuracy and completeness.

Quantitative Reasoning

Students will identify appropriate mathematical formulas and principles to solve real-world problems.

Global and Cultural Perspectives

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own.

Communication Skills

Students will compose coherent documents appropriate to the intended audience. Students will effectively communicate orally in a public setting.

Technological Skills

Students will be able to use technology to access information. Students will use appropriate technology to analyze and evaluate data.

Analytical Skills

Students will access and evaluate appropriate information through written and electronic means. Students will think critically to reach viable solutions to a problem and to justify those solutions.

Ethics

Students will apply ethical concepts and rules to determine viable alternatives in any given situation.

III. Major Course Topics

- A. Health Insurance Specialist – Roles and Responsibilities
- B. Introduction to Health Insurance
- C. Managed Health Care
- D. Life Cycle of an Insurance Claim
- E. Legal and Regulatory Considerations
- F. Billing Procedures for ICD-9-CM Coding, CPT, and HCPCS Coding
- G. Reimbursement Issues
- H. Commercial Claims