

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** MOS 118

**Credit Hours:** 3

**Course Title:** Advanced Reimbursement Methodology

**Course Prerequisites:** MOS 113

**Textbook:** American Academy of Professional Coders (AAPC), Medical Billing Training: CPB™, current edition

**Course Description:** Instruction in common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. Principles of medical billing related to proper claim form preparation, submission, and payment processing and follow-up procedures are included.

**Learning Outcomes:**

At the end of this course, the student will be able to:

- A. apply knowledge of processing a physician-based insurance claim including obtaining patient data, claim form completion, insurance carrier processing and payment received;
- B. demonstrate mastery in applying payer policy, local coverage determinations (LCD), and national coverage determinations (NCD) for successful claims submission; and
- C. demonstrate expertise of effective claims follow up, patient follow up and denial resolution.

To achieve the learning outcomes, the student will

- 1. navigate the rules and regulations that apply to the healthcare industry, including HIPAA, False Claims Act, Fair Debt Collections Act and Stark. (A,B,C)
- 2. describe the lifecycle of a medical billing claim and how to improve the revenue cycle. (A,B,C)
- 3. demonstrate processing of an insurance claim. (A,B,C)
- 4. manage the medical office's insurance finances (A, C)
- 5. discuss the electronic data interchange (A)
- 6. establish and maintain a medical practices insurance claim files. (A)
- 7. explain the role of credit and collections in processing claims. (A,C)
- 8. complete UB04 and CMS 1500 claim forms (A,C)
- 9. research local coverage determinations and national coverage determinations. (A)
- 10. list and define general insurance billing guidelines A,B,C)
- 11. list and describe common errors that delay claim processing. (C)
- 12. calculate reimbursement amounts depending on the type of payer (A,C)

## Minimum Course Requirements

**Course Requirements:** To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- minimum average score of 70% on quizzes
- minimum average score of 70% on homework/lab work
- minimum score of 70% on the mid-term exam and comprehensive final exam

## Course Grading Scale:

A- 90% or more of total possible points and meet all course requirements

B- 80% or more of total possible points and meet all course requirements

C- 70% or more of total possible points and meet all course requirements

D- 60% or more of total possible points and meet all course requirements

F- less than 60% of total possible points or failure to meet all course requirements

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

## Nondiscrimination Statement

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

### COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

[acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by: MMiles/April 2019