**MOHAWK VALLEY COMMUNITY COLLEGE**

**Course Outline**

**AH207 Medical Claims Management C-2, P-4, Cr-4**

**Course Description**

The course introduces the student to medical insurance billing, credit and collection procedures. It provides an understanding of the insurance options and the laws governing the payers/insurers. Topics include preparing and reviewing claims forms, the significance of coding, electronic and computerized billing, and fraud and abuse.

**Student Learning Outcomes**

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

1. Identify the basic medical insurance plans, their coverage and any laws or regulations specific to each plan.
2. Compare each of the following plans: Medicare, Medicaid, Tricare, Champva, Workers' Compensation, Disability, Blue Cross/Blue Shield, and Managed Care.
3. Explain collection of vital information.
4. Define confidentiality, ethics, and fraud & abuse as they relate to medical insurance.
5. Summarize electronic and computerized billing procedures and billing cycles.
6. Explain how to correct billing errors and rejection of claims.
7. Describe credit and collection laws, techniques and procedures.
8. Research communication techniques in dealing with complaints and questions regarding billing and coverage, as well as types of collection letters and notices.

**Major Topics**

1. Insurance Billing Specialists
2. HIPAA Compliance and Privacy
3. Health Insurance
4. Medical Documentation
5. Paper Claims
6. Electronic Data Interchange
7. Receiving Payments
8. Collection Strategies
9. Insurance Plans
10. Workers' Compensation
11. Disability Income Insurance