



SAN JUAN COLLEGE

## **HITP 230 Healthcare Reimbursement Methodologies Section Name Section Credit**

**Hours Credits**

**Syllabus**

### **Section-specific Course Description:**

## Course Level Objectives

Upon successful completion of this course, students should be able to : (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Identify policies and strategies to achieve data integrity (I.3)
2. Identify compliance of health record content within the health organization (I.4.)
3. Explain the use of classification systems, clinical vocabularies, and nomenclatures. (I.5)
4. Utilize technologies for health information management. (III.2.)
5. Summarize regulatory requirements and reimbursement methodologies (IV.3)
6. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (IV.1)
7. Describe components of revenue cycle management and clinical documentation improvement (IV. 2)
8. Determine diagnosis and procedure codes according to official guidelines (IV.1 RM)
9. Evaluate revenue cycle processes. (IV.2 RM)
10. Evaluate compliance with regulatory requirements and reimbursement methodologies. (IV.3 RM)
11. Demonstrate compliance with external forces. (V.2)
12. Identify the impact of policy on health care. (V.4)
13. Utilize financial management processes. (VI.5)
14. Assess ethical standards of practice. (VI.7)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

## Required Texts and/or Materials



**Understanding Health Insurance: A Guide to Billing and Reimbursement, 2023 Edition**

9780357764060

Michelle Green

Mindtap Course List

2023-01-04

*image  
not  
available*

**Cengage Unlimited, 1 Term 4 Months Printed Access Card**

9780357700037

Cengage Learning

2018-03-08

*image  
not  
available*

**Health Information Management Case Studies, Third Edition**

9781584269137

Dianna Foley

2023-04-24

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

You are expected to log in to CANVAS and submit coursework at a minimum of four or more times a week. You are expected to submit chapter quizzes, exams, and MindTap Learning Lab Assignments utilizing CANVAS and MindTap. This course requires more time to ensure that you are appropriately learning the material being taught within each chapter. You are expected to reach out to your instructor and ask questions if you do not understand a concept that is being reviewed within the course. Module Contents CANVAS contains a module for each chapter in the textbook. We recommend that you go through each module by starting at the top and working your way down. Recommended resources will be listed first, followed by the required assignments that must be completed for a grade. While it may seem like there is a lot of content, you are NOT required to complete everything. We have supplied resources that we feel will be helpful to you, but everyone learns differently. We want you to find the resources that help YOU learn, and spend your time utilizing what works for you.

## Grading

To determine final grades for this course, students will submit the required assignments in CANVAS. No email submissions are accepted. Below is a summary of all graded work and how it contributes to the final grade. Letter grades are awarded by reviewing the final overall percent grade:

Category	Total Points Possible for Assignment Category
MindTap Assignments	791
Discussion Assignments	175
Case Studies	200
Quizzes	700
Weekly Exams	395
Final Exam	85
Total	2346

A = 92 % or higher

B = 84–91

C = 76–83

D = 68–75

F = 67 or below.

## Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

## Canvas Participation and Expectations

You are expected to log in to CANVAS and submit coursework at a minimum of four or more times a week. You are expected to submit chapter quizzes, exams, and MindTap Learning Lab Assignments utilizing CANVAS and MindTap. This course requires more time to ensure that you are appropriately learning the material being taught within each chapter.

### Module Contents

CANVAS contains a module for each chapter in the textbook. We recommend that you go through each module by starting at the top and working your way down. Recommended resources will be listed first, followed by the required assignments that must be completed for a grade. While it may seem like there is a lot of content, you are NOT required to complete everything. We have supplied resources that we feel will be helpful to you, but everyone learns differently. We want you to find the resources that help YOU learn, and spend your time utilizing what works for you.

## Participation and Attendance Policy

You should get in the habit of logging into your online class as much as possible to complete various activities and to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Regular attendance in the online classroom is very important and is expected. Students are expected to complete all Chapter Material, Quizzes, and Exams weekly.

Students must reach out in advance for approval of any late work. If work is submitted late, the following method will be used for grading: A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week.

## Instructor Response Times & Regular Interaction Expectations

Response time for messages in Canvas or by email is typically 24 hours excluding weekends, holidays, or scheduled time out of the office. The instructor will send out a notification if they will be out on scheduled time off. If circumstances prohibit this timeframe from being adhered to, students will be notified. Grading for assignments is completed the week after the submission deadline and require extensive manual grading due to the content and material provided within the exams. If the grades aren't automatically reflected in Canvas, are typically entered the grade book within a week after the assignment is due. However, if anything prohibits the grades from being entered or updated (i.e. being out of town for a conference) students will be receive a notification.

Please note that only the MindTap assignments that are reflected within the Modules page in Canvas marked as graded assignments will be graded by the Professor.

Homework MindTap assignments are designed to provide students with immediate feedback but any assignments requiring manual grading (short answer) will not be manually graded in the Cengage MindTap gradebook.

You can expect all coursework to be graded within 72 hours after the due date. In instances where coursework will require additional time for grading, an email will be sent to all students making them aware of the delay You can expect weekly messages or announcements via Canvas, reading them is important.

You are encouraged to post questions regarding course content in the Course Questions & Answers discussion forum. You can also reach out to the instructor to schedule a time to meet during office hours.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Week	Due Date	Health Insurance Specialist career	Assignments
Week One	1/26/2025	Health Insurance Specialist Career  Introduction to Health Insurance and Managed Care	Check Start Here Folder
			Post Introductory Announcement in General Discussion Forum
			Read Chapters 1, 2, & 3
			Chapter 1, 2, & 3 Exam

		Introduction to Revenue Management	Complete MindTap Activities
			Discussion Post Introduction to Health Insurance Concepts
			Discussion Post
Week Two	2/2/2025	Revenue Management: Insurance Claims, Denied Claims and Appeals, and Credit and Collections	Read Chapter 4
			Chapter 4 Graded Activity & Ch 4 Exam
			Complete MindTap Activities
			Discussion Post
Week Three	2/9/2025	Legal Aspects of Health Insurance and Reimbursement	Read Chapter 5
			Chapter 5 Exam
			Complete MindTap Activities
			Discussion Post
Week Four	2/16/2025	ICD-10-CM Coding	Read Chapter 6
			Complete Chapter 6 Exam
			Complete MindTap Activities
			Discussion Post
Week Five	2/23/2025	CPT Coding  HCPCS Level II Coding	Read Chapter 7 and 8
			Complete Chapter 7 and 8 Exam
			Complete MindTap Activities
			Discussion Post
Week Six	3/2/2025	Reimburement Methodologies	Read Chapter 9
			Complete Chapter 9 Exam
			Complete MindTap Activities
			Discussion Post
Catch Up Week	3/9/2025		Medical Office Simulation Software (MOSS) 3.0 Training (Chapter 2)
			Chapter 2 Application Activities
			Chapter 2 MOSS Assessments
			MOSS Training (Chapter 3)
			Chapter 3 Application Activities
			Chapter 3 MOSS Assessments

			MOSS Training (Chapter 4)
			Chapter 4 Application Activities
			Chapter 4 MOSS Assessments
Week Seven	3/16/2024	Coding Compliance Programs, Clinical Documentation Improvement, and Coding for Medical Necessity	Week 7 Discussion
			MOSS Training (Chapter 5)
			Chapter 5 Application Activities
			Chapter 5 MOSS Assessments
			Chapter 10 Application Activities
			Chapter 10 Quiz
			Chapter 10 Exam
Week Eight	3/30/2025	CMS-1500 and UB-04 Claims	Week 8 Discussion
			Chapter 11 Application Activities
			Chapter 11 Quiz
			Chapter 11 Exam
Week Nine	3/30/2025	Commerical Insurance	Chapter 12 SimClaim Training
			Chapter 12 MOSS Training
			Chapter 12 Application Activities
			Chapter 12 SimClaim Assessments
			Chapter 12 MOSS Assessment
			Chapter 12 Quiz
			Chapter 12 Exam
Week Ten	4/6/2025	Blue Cross Blue Shield	Week 10 Discussion
			Chapter 13 Sim Claim Trainings
			Chapter 13 Application Activities
			Chapter 13 SimClaim Assessments
			Chapter 13 Quiz
			Chapter 13 Exam
Week Eleven	4/13/2025	Medicare	Chapter 14 SimClaim Trainings
			Chapter 14 MOSS Training
			Chapter 14 Application Activities
			Chapter 14 SimClaim Assessments

			Chapter 14 MOSS Assessments
			Chapter 14 Quiz
			Chapter 14 Exam
Week Twelve	4/20/2025	Medicaid	Chapter 15 SimClaim Trainings
			Chapter 15 Application Activities
			Chapter 15 SimClaim Assessments
			Chapter 15 Quiz
			Chapter 15 Exam
Week Thirteen	4/27/2025	TRICARE	Chapter 16 SimClaim Trainings
			Chapter 16 Application Activities
			Chapter 16 SimClaim Assessments
			Chapter 16 Quiz
			Chapter 16 Exam
Week Fourteen	5/4/2025	Workers' Compensation	Chapter 17 SimClaim Training
			Chapter 17 Application Activities
			Chapter 17 SimClaim Assessments
			Chapter 17 Quiz
			Chapter 17 Exam
Final Exam	5/4 - 5/13	Proctored Final Exam	COMPREHENSIVE FINAL EXAM – The Final Exam opens May 7 at 12:00 AM and is available until 11:59 PM May 13.

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used



[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your

instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.