

**I. COURSE DESCRIPTION:**

- A. Department Information:  
Division: Business & Information Technology  
Department: Computer Information Technology  
Course ID: CIT 045  
Course Title: Medical Insurance Forms  
Units: 3  
Lecture: 3 hours  
Laboratory: None  
Prerequisite: None  
Departmental Advisory: CIT 010 and CIT 044
- B. Catalog Description:  
A comprehensive study of various types of health insurance programs including insurance benefits, patient cost, sharing coverages, insurance terminology, and the proper handling of insurance claims in medical and dental offices. (Formerly OIS 169)
- Schedule Description:  
A comprehensive study of various types of health insurance benefits, patient cost, insurance terminology, and the proper handling of insurance claims. (Formerly OIS 169)

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One**

**III. EXPECTED OUTCOMES FOR STUDENTS**

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

- A. Research and gain an understanding of the various types of health insurance contracts.
- B. Learn how to properly complete insurance claims forms.
- C. Understand and use the Current Procedural Terminology.
- D. Read and discuss the various insurance benefits and coverages, patient cost-sharing, etc.
- E. Recognize and become familiar with and be able to use insurance terminology.
- F. Interpret from the patient's chart and financial ledger the necessary information to complete an insurance form.
- G. Read and critically evaluate insurance claims in the physician's or dentist's office in order to minimize their rejection by insurance carriers.

**IV. CONTENT:**

- A. Introduction to Medical Insurance
- B. Coding for Professional Services
- C. The Universal Health Insurance Claim Form
- D. Blue Cross and Blue Shield Plans
- E. Medi-Cal (Medicaid)
- F. Medicare and Medi-Cal
- G. Champus, Champva, and VA Outpatient Clinic
- H. Unemployment Compensation Disability
- I. Special Plans
- J. Dental Insurance
- K. Computerized Billing and Insurance
- L. Credit and Collection
- M. Medical Ethics and Medical Professional Liability

**V. METHODS OF INSTRUCTION**

- A. Lecture
- B. Demonstration
- C. Written workbook exercises
- D. Essay writing on understanding of concepts

- E. Evaluation and discussion of insurance forms
- F. Use of charts, posters, and chalkboard

**VI. TYPICAL ASSIGNMENTS**

- A. Reading, writing, problem solving or performance
  - 1. Properly complete an insurance claim form.
  - 2. Timed test using the Current Procedural Terminology.
  - 3. Tests on coding diagnostic statement
  - 4. Complete the assignment in the *Workbook* to help develop critical thinking and writing skills

**VII. EVALUATIONS**

- A. Methods of Evaluation
  - 1. Mid-term composed of theory and practical applications
  - 2. Essays on evaluation of claims
  - 3. Final composed of theory and practical applications
  - 4. Homework
- B. Frequency of Evaluation
  - 1. Weekly practice exercises
  - 2. Three examinations
  - 3. One final exam

**VIII. TYPICAL TEXT**

Gertee, Richard. The Medical Manager, Student Edition, Computerized Practice Management Version 5.3. Albany, CA: Delmar Publishers, 2000.

Rowell, JoAnn C. Understanding Medical Insurance: A Step by Step Guide. Albany, CA: Delmar Publishers, 2001.

Taylor, Dorothy A. Medical Payboard Procedures. Clifton Park, NY: Delmar Publishers, 2001.

Rowell, Delmar. Understanding Health Insurance 5<sup>th</sup> Ed. Cincinnati, OH: Thompson Learning, 2000.

**IX. OTHER SUPPLIES REQUIRED OF STUDENT: none**