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# AHMS 156.50: Medical Billing Fundamentals

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**MISSOULA COLLEGE  
THE UNIVERSITY OF MONTANA  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** AHMS 156, MEDICAL BILLING FUNDAMENTALS

**DATE REVISED:** Autumn 2018

**SEMESTER CREDITS:** 3

**PREREQUISITES:** AHMS 220 Medical Office Procedures, concurrent enrollment, or consent of instructor

**REQUIRED TEXT:** Insurance Handbook for The Medical Office 14th Edition, Marilyn Fordney.  
ISBN: 9780323316255 TEXTBOOK

Insurance Handbook for The Medical Office 14th Edition, Marilyn Fordney.  
ISBN: 9780323316279 WORKBOOK

**FACULTY:** Michelle Boller

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**RELATIONSHIP TO PROGRAM(S):**

This course provides students with a comprehensive foundation for processing and managing insurance claims for a full-range of health plans.

**COURSE DESCRIPTION:** An introduction to insurance claim processing for the major medical insurance programs. Students are with a basic knowledge of CPT and ICD-10 procedural and diagnostic coding. Emphasis will be on completing universal insurance forms to maximize reimbursement as well as troubleshoot denied or underpaid claims.

**STUDENT PERFORMANCE OUTCOMES:**

Occupational Performance Objectives

1. Utilize ethical values when dealing with confidentiality or personal information contained within a health record.
2. Demonstrate a working knowledge of basic insurance concepts and terminology.
3. Apply basic coding guidelines to assign and sequence procedural and diagnostic codes.
4. Abstract from the patient record the information necessary to complete an accurate insurance claim form.
5. Complete universal claim forms appropriately to minimize rejections for the major insurance programs - Medicare, Medicaid, TriCare, Blue Cross/Blue Shield and Workers' Compensation.

6. Submit and manage insurance claim forms.
7. Maintain claim management techniques to trace delinquent claims and problem solve denied or unpaid claims.
8. Maximize reimbursement to which the medical facility is legally entitled.

## STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

### **Homework assignments and Testing**

1. Assignments and quizzes will occur on a weekly basis. Assignments will be available each week by Noon on Monday and will **always** be due Sunday at 11:59 pm. It is the expectation that homework assigned will be submitted when due. Please upload assignments to UOnline by 11:59 pm on the Sunday of the assigned week. Late assignments will receive a 20 percent deduction. Maximum deadline for submitting late assignments is 3 days beyond the due date. There will be no exceptions
2. Following each unit of the textbook tests are scheduled. Units are comprised of 3 or 4 chapters in your text. Tests will end at 11:59 pm on Sunday. If you are in the middle of the test then it will only submit what is completed. The unit tests are timed which means that you will need to set aside an uninterrupted timeframe to take it. Please provide DSS letter if you need additional time for tests.
3. Participation in the course is essential. You will be asked to participate in discussion forums. Please be sure that your answers are thorough and thoughtful. Your responses and responses to others are graded.

### Grading Scale:

94 - 100	A
88- 93	B
80 - 87	C
Below 79	D

Total points received on assignments, participation, quizzes, and tests in relationship to the total points available will determine your final grade.

### COMMUNICATION:

Additional communication should be sent using your UM email account. Questions regarding weekly assignments are within 24 hours. If you send an email on the weekend then I will reply by 12:30 pm on Monday. Please make sure you review the assignments at the beginning of the week so that I can answer any questions. I encourage you to contact me with any questions, but please realize if you have notified me and we have agreed that there are errors on tests or grading that I need to change, I will get to it as soon as I can. Reminding me, every few days will not speed up the process and will only increase the number of emails I have to read. In addition, with regard to challenging questions on exams and quizzes, you may send me your justification and I will either choose to give you credit or not, but please do not demand credit. If I choose not to give you credit, I will have a good reason and give you supporting details.

**ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

**DISABILITY ACCOMMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me as soon as possible. Please be prepared to provide a letter from your DSS coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text).