

## Official Program Outline



**HERZING**<sup>®</sup>  
— UNIVERSITY —

### **ASSOCIATES OF SCIENCE/APPLIED SCIENCE IN MEDICAL BILLING AND INSURANCE (ASMBI/AASMBI)**

#### **PROGRAM DESCRIPTION**

The goal of this medical billing and insurance program is to provide the student with a thorough understanding of the content of anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding of the insurance and billing processes and procedures. Student will gain an understanding of the importance of patient privacy while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical biller in a hospital, clinic, physician's office, or other healthcare facility.

#### **PROGRAM OBJECTIVES**

Upon completion of this program, the student should be able to:

1. Examine medical documentation for appropriate use of terminology, disease process, anatomy and physiology and pharmacology.
2. Employ knowledge pertaining to insurance and billing guidelines.
3. Understand principles of patient privacy and ethical conduct.

#### **POTENTIAL OCCUPATIONAL TITLES**

Potential occupational titles for this program include, but are not limited to, medical records, medical biller and billing specialists, Insurance specialist, medical insurance representative and medical billing and insurance associate.

#### **PROGRAM CONTENT**

A minimum of 60.00 semester credit hours is required for graduation.

#### **REQUIRED COURSES**

All courses, 25.00 semester credit hours, are required.

Course Number	Course Name	Semester Credit Hours
HC 101	Medical Terminology	1.00
HC 210	Medical Billing and Procedures for Managers	3.00
MO 160	Pathophysiology and Pharmacology	3.00
MO 180	Administrative Skills for the Medical Office	3.00
MO 185	Ethics and Professionalism	1.00
MO 205	Insurance Claims, Processing and Adjudication	3.00
MC 110	Introduction to Billing and Coding	3.00
MC 120	Patient Privacy	3.00
MC 200	Revenue Cycle	3.00
MC 209	Certification Review	2.00

#### **OPEN ELECTIVE COURSES**

A minimum of 6.00 semester credit hours of open health focused electives is required.

## REQUIRED ANATOMY AND PHYSIOLOGY

4.00 semester credit hours are required.

Course Number	Course Name	Semester Credit Hours
SC 144	Introduction to Anatomy and Physiology	4.00

## REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 semester credit hours are required.

Course Number	Course Name	Semester Credit Hours
MC 291	Insurance Billing and Coding Case Study Research Project	4.00
*MC 294	Insurance Billing and Coding Internship	4.00

\* Enrollment in a student readiness training is required two terms prior to internship course. Successful completion of training is required prior to internship course enrollment.

## GENERAL EDUCATION REQUIREMENTS

Students enrolled in this bachelor's degree must complete a minimum of 24.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for specific information about courses within each discipline.

9.00 Semester Credit Hours in Communications

6.00 Semester Credit Hours in Humanities

3.00 Semester Credit Hours in Mathematics

3.00 Semester Credit Hours in Science\*

3.00 Semester Credit Hours in Social and Behavioral Sciences

\*This requirement is being met by the programmatic science course requirements.

## COURSE DESCRIPTIONS

### EN 104 - English Composition I

This course introduces the principles and practices of effective written communication. Topics include writing for various audiences and purposes, using the writing process to develop and maintain unity and coherence, and incorporating research into written work. Critical thinking in the writing and reading processes will also be covered and may include addressing assumptions underlying an argument, using sound logic in support of claims, including evidence relevant to the purpose and position of the document, refuting counterarguments, analyzing information, and synthesizing information from multiple sources. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

### EN 111 - Information Literacy

This course introduces students to the process of conducting research, integrating research into written work, and understanding information literacy as a sociocultural phenomenon. The research process involves assessing the rhetorical situation, engaging in preliminary research, developing research questions, taking stock of current knowledge, identifying gaps in current knowledge, using appropriate search tools and strategies, critically reading and evaluating information, and refining search strategies as necessary. Integrating sources into written work involves understanding why, when, and how to use and document sources. Microsoft Word will be used to format documents according to APA standards. Understanding information literacy as a sociocultural phenomenon involves identifying barriers to entering scholarly conversations and examining the way various cultures view information as a commodity, means of education, means to influence, and a means of negotiating and understanding the world. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

### EN 116 - Speech

The course is designed to provide the student with the opportunity to develop speaking and presentation skills in a variety of situations. Topics include the elements and structure of various speech types, techniques for strong delivery, the importance of audience awareness, incorporation of research-based evidence as support for a thesis, and effective use of presentation aids. Students will practice listening skills by reviewing speeches. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

### HC 101 - Medical Terminology

This course introduces common medical terms through the analysis of word components. Emphasis will be placed on the structure of terms-Greek and Latin roots, prefixes, and suffixes. A medical vocabulary will be developed through the study of the anatomical structures, physiological functions, diagnostic and therapeutic procedures, and pathologies of the body systems. Terminology will be practiced through the use of common abbreviations, spelling, pronunciation and definitions. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisite: None Corequisite: None

#### HC 210 - Medical Billing Procedures for Managers

This course is designed to provide students with an understanding of the management of billing and insurance reimbursement operations in a medical office setting. The most frequently employed billing procedures and insurance forms are reviewed. It also acquaints students with accounts receivable processes most often used in traditional business offices including medical offices. The various reimbursement methodologies will be emphasized with medical compliance strategies being stressed. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

#### HU 140 - Cultural Diversity

This course will explore the construction, evolution, and application of categories and stereotypes related to the concept of the "other." Students will study discrimination, or "othering," and how it operates in our contemporary culture among members of marginalized groups, including the categories of ethnicity, gender, socio-economic status, and inclusivity. In addition, students will explore cultural diversity in a global context. In order to understand what it means to be human, students will analyze relevant historical and contemporary cultural texts through the lens of the Humanities to examine the importance of embracing cultural difference. Cultural texts may include: works of literature, drama, and poetry; music; theatre; film; advertisement; visual art; architecture; and more. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

#### HU 240 - Introduction to Humanities

This course allows students to explore the ways in which history, visual art, religion, literature, ideas, and music have shaped and continue to shape human experience. Students will engage with a variety of humanities texts and engage in reflective writing which analyzes their own experience within a sociocultural context. Students may also study the development of ideas related to philosophy and critical thinking about the individual and society. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

#### MA 109 - College Algebra

This course covers topics of algebra including linear functions, equations, inequalities, systems of equations in two variables, polynomial functions, quadratic equations, and rational and radical equations. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None. Corequisite: None.

#### MC 110 - Introduction to Billing and Coding

This course will introduce students to health insurance and medical billing practices. Students will understand the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, claim submission, payment processing and follow-up. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: HC 101 Medical Terminology. Corequisite: None

#### MC 120 - Patient Privacy

This course will introduce students to the foundational principles of patient privacy and security of personal health information. Students will understand the confidential and sensitive nature of medical information and how to protect it. The course will emphasize the Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules, patient rights and reporting requirements. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: None Corequisite: None

#### MC 200 - Revenue Cycle

In this course, the student will gain an advanced understanding of the revenue cycle. The revenue cycling involves handling critical patient data for billing purposes. Students will understand the responsibility of ensuring confidentiality while maintaining accurate patient records to further quality patient healthcare services. In this class they will gain a full understanding of the entire cycle from patient admission, through to discharge, and ending with final receipts paid. The sensitive nature of this topic demands ethical, accurate collection of healthcare information. Students will further review the importance of revenue follow up and methodology for capturing revenue past due. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisite: MC 110 Introduction to Billing and Coding. Corequisite: None

#### MC 209 - Certification Review

Program Review is a course in which the student will prepare for certification examinations. The Certified Coding Associate (CCA) or Certified Billing and Coding Specialist (CBCS) are nationally recognized credential that enables employers to have confidence in a potential employee's ability. This course aids the student in combining their didactic training with a variety of review methodologies. Semester Credit Hours: 2.00 Contact Hours: 15/30/0/45 Prerequisite: Final term of Study, PGPA 2.00 Corequisite: None

#### MC 291 - Insurance Billing and Coding Case Study Research Project

This course prepares students for challenges in the workplace by improving their critical thinking and problem-solving skills using research as a problem-solving tool. Students will examine real-world business problems while analyzing, developing, and implementing workplace solutions to build relationships that support the organization's strategic goals. In addition to building a foundation and developing competencies, students will develop important skills in ethical and values considerations, technology, and business

communication. Semester Credit Hours: 4.00 Contact Hours: 60/0/0/60 Prerequisite: All didactic work, final term of study, and PGPA of 2.0. Corequisite: None.

#### MC 294 - Insurance Billing and Coding Internship

During the internship phase of training, the student will experience various aspects of working in the insurance billing and coding field. The internship will provide the student with the opportunity to experience and participate in the duties of a medical biller and/or coder in a working environment. Experienced insurance billing and/or coding personnel provide the instruction. Note: Online students in some states may not be allowed to take this internship due to state restrictions. Semester Credit Hours: 4.00 Contact Hours: 0/0/180/180 Prerequisites: All didactic work, final term of study, and PGPA of 2.0.

#### MO 160 - Pathophysiology and Pharmacology

This course provides instruction in the study of human diseases with focus on the symptoms, signs, causes, and diagnosis of disease. Additionally, students will learn about pharmacology, drug abbreviations, drug categories, diagnostic equipment including lab values, and pharmacological treatment related to human diseases. This course has a lab component. Semester Credit Hours: 3.00 Contact Hours: 30/30/0/60 Prerequisites: HC 101 Medical Terminology or HI 221 Health Sciences for ICD-10. Corequisites: None

#### MO 180 - Administrative Skills for the Medical Office

This course introduces the student to administrative and operational procedures and policies pertaining to the medical office. Students will learn about various medical office software including patient registration, appointments, office financial management, and electronic health records. Students will learn about the different types of healthcare systems, diversity among coworkers/patients, licensure, accreditation and patient privacy (HIPAA). Semester Credit Hours: 3.00 Contact Hours: 30/30/0/60 Prerequisites: None. Corequisites: None.

#### MO 185 - Ethics and Professionalism

This course is designed to introduce the student to important ethics as it pertains to the healthcare profession which includes controversial health care issues. The student will be introduced to patient confidentiality and information security as identified and enforced through HIPAA regulations. Additionally, the student will learn about the importance of professionalism in the workplace. Semester Credit Hours: 1.00 Contact Hours: 15/0/0/15 Prerequisites: None Corequisites: None

#### MO 205 - Insurance Claims, Processing and Adjudication

In this course, the student will understand the basic types of medical insurance programs available in today's healthcare environment. It acquaints students with billing formats, using universal claim forms, and it provides the skills necessary to master basic aspects of medical insurance billing and adjudication. Current reimbursement methodologies and compliance will also be covered. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

#### MO 211 - Healthcare Systems and Operations

This course introduces the student to various medical office procedures, including content of records, documentation requirements, and filing systems. The student will also learn about types of healthcare delivery systems such as governing bodies that regulate health information management (HIM) processes and various professions and settings that employ healthcare workers. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

#### PS 101 - Psychology

This course will introduce a psychological analysis of human behavior. Students will learn to apply a variety of theoretical perspectives in interpreting human behavior. Topics may include: psychological research methods; stages of human development; learning theories; personality; and abnormal psychology. Semester Credit Hours: 3.00 Contact Hours: 45/0/0/45 Prerequisites/Corequisites: None.

#### SC 144 - Introduction to Anatomy and Physiology

This course provides an introduction to the study of the structure and function of the human body. Topics include an introduction to homeostasis, cells, and tissues, along with a basic study of the body systems and their interrelationships. The lab component of the course provides 3D interactive visualization of human systems. Semester Credit Hours: 4.00 Contact Hours: 45/30/0/75 Prerequisite: None. Corequisite: None.