

**Clackamas Community College**  
Online Course/Outline Submission System

Show changes since last approval in red

MA-145 Insurance & Health Information Management

General education certified:  Yes  No

- Writing
- Oral Communication
- Arts and Letters
- Science & Computer Science
- Mathematics
- Social Science
- Cultural Literacy
- Health & Physical Education

Approved Date (mm/dd/yyyy):  /  /

**Section #1 General Course Information**

**Department:** Health Sciences Department: Allied Health

**Submitter**

First Name: Karen  
Last Name: Maynard  
Phone: 0695  
Email: kmaynard

**Course Prefix and Number:** MA - 145

**# Credits:** 4

**Contact hours**

Lecture (# of hours): 44  
Lec/lab (# of hours):  
Lab (# of hours):  
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

**Course Title:** Insurance & Health Information Management

**Course Description:**

This course introduces medical assisting students to practical applications for billing medical insurance both manually and electronically. The course is designed to instruct the student in all phases of billing and insurance procedures and entry level Electronic Health Record software for the management of medical records. It also teaches Front Office finance skills including bookkeeping, banking and collections. The students are also introduced to basic ICD-10 Diagnosis and Procedural coding skills. This course is required for medical assistant students. This course does not meet the requirements for Insurance Coder certification.

**Type of Course:** Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

**Name of degree(s) and/or certificate(s):** Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110, WR-101 or WR-121

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MA-112, and BI-120

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: None

Requirements: Student must be enrolled in current Medical Assistant cohort. Instructor consent required. This course may not be taken out of sequence with the MA core curriculum.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ Fall

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. demonstrate proper utilization of basic forms for patient registration, fees and insurance claims forms;
2. demonstrate the correct usage of CPT, HCPCS and ICD-10 billing codes;
3. demonstrate computerized and manual bookkeeping and banking skills;
4. demonstrate accurate entry level EHR applications;
5. differentiate between types of medical health insurance;
6. apply medical terminology appropriately to health insurance claim forms.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Terminology
  - a. Medical terminology
  - b. Insurance terminology
  - c. Bookkeeping and Banking terminology
  - d. Electronic Health Record terminology
2. Health insurance claim forms
  - a. Preauthorization
  - b. Nuances between types of insurances
  - c. Procedural codes: CPT coding
  - d. Diagnostic coding: ICD-10
  - e. HCPCS coding
  - f. CMS 1500 02/12
  - g. Third party guidelines
3. Bookkeeping and Banking
  - a. Bookkeeping terminology
  - b. Post entries to a Day Sheet
    - i. Manual
    - ii. Electronic
  - c. Manually and electronically post charges, payments and adjustments, refunds and NSF
  - d. Manual and electronic banking curriculum
4. Entry Level skills in Electronic Health Record
  - a. Registering and scheduling patient and daily appointments
  - b. Inputting clinical information into the patient chart
  - c. Completing claims, billing and coding skills in a patient chart
  - d. Updating ledgers and Day sheets and completing patient statements

**Does the content of this class relate to job skills in any of the following areas:**

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Next available term after approval**

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