Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

AMOA 204
MEDICAL OFFICE INSURANCE

COURSE DESCRIPTION
This course acquaints students with billing protocol concerning the various insurance filing demands of commercial group insurance, Medicare, Medicaid, Workman’s compensation claims and other third party billing entities.

RATIONALE
This course discusses the many aspects of the billing cycle process. The student will learn the functions of a medical office insurance processor and the importance of submitting claims in a timely manner. Without properly trained insurance processors, companies may not receive the maximum benefits for all services rendered.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Explain the billing cycle process.
B. Discuss the rules and regulations, HIPAA, and OIG.
C. Differentiate between various types of payers and the processes required to submit a claim.
D. Prepare a “clean” claim.
E. Explain an EOB (Explanation of Benefits) for processing payments, denials, rejections, appeals, and secondary claims.
F. Demonstrate recognition of CPT, ICD-10, and HCPCS codes.

G. Discuss hospital claim submission.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (2)

Discussion boards are collaborative learning experiences. Therefore, the student is required to submit a thread in response to the provided prompt for each forum. Each thread must be at least 250 words, demonstrate course-related knowledge, and reference the Reading & Study material. In addition to the thread, the student is required to reply to 2 classmates’ threads. Each reply must be at least 150 words.

D. Self-Reflection Journals (3)

For each Self-Reflection Journal, the student will reflect on the Reading & Study material and assignments in the assigned module/week to determine if he or she is experiencing difficulty with any of the content or has learned something that has made a profound impact on him or her. Each Self-Reflection Journal must be at least 200 words to ensure adequate depth of reflection.

E. Case Studies Activity

Case studies present realistic, complex, and contextually rich situations that involve problems to solve and/or questions to answer. Therefore, the student will read 3 case studies and answer the questions presented in each. The student must thoroughly respond to each question, citing the textbook, journal articles, and/or popular health care publications for support. All non-textbook sources cited must have been published within the last 5 years. The Case Studies Activity must follow current APA format and include in-text citations as well as a reference page.

F. Learning Activities (6)

The student will complete Learning Activities that provide an overview of key concepts from the assigned Reading & Study material. Learning Activities will contain matching exercises, math questions, and short-essay questions. The grade assigned for each Learning Activity will be based on completion.

G. Select Your Own Assignment (SYOA)

The student will have the option of completing either a Professional Interview or a Research Paper in order to understand the activities and processes of a medical billing specialist.

SYOA: Professional Interview

The student will interview a medical billing specialist. This 3-part assignment will consist of the following:
1. Part 1: Preparation

The student will submit the prospective location and date of the interview as well as the interviewee’s title and contact information. If the student is unable to conduct the interview locally, he or she must complete the Research Paper instead of the Professional Interview.

2. Part 2: Draft

The student will conduct the interview using the provided list of questions and/or his or her own questions. Then, using information gathered from the interview, the student will draft a report. The report must be at least 1,500 words (excluding the title page and reference page), include discussion of 3–5 interview questions, cite the textbook and 4–5 references published within the last 5 years, and follow current APA format.

The student will submit a rough draft of the report to the instructor for review. In addition, the student will submit the rough draft to Discussion Board Forum 2 for his or her classmates to review.

3. Part 3: Final

After reviewing feedback from the instructor and classmates, the student will make the necessary revisions and adjustments to the rough draft of his or her report. The student must implement any revisions suggested by the instructor. The student will then submit the final version of his or her report.

SYOA: Research Paper

The student will conduct research and write a paper outlining the important functions of a medical billing specialist. This 3-part assignment will consist of the following:

1. Part 1: Preparation

The student will review the provided list of questions and submit a Resource Page indicating which 5 questions he or she will research. In addition, the student will provide at least 2 electronic sources he or she will use to support his or her paper.

2. Part 2: Draft

The student will draft a Research Paper addressing the 5 questions he or she chose in Part 1. The paper must be at least 1,500 words (excluding the title page and reference page), respond to the 5 questions chosen, cite the textbook and 5–7 references published within the last 5 years, and follow current APA format.

The student will submit a rough draft of the paper to the instructor for review. In addition, the student will submit the rough draft to Discussion Board Forum 2 for his or her classmates to review.
3. Part 3: Final

After reviewing feedback from the instructor and classmates, the student will make the necessary revisions and adjustments to the rough draft of his or her paper. The student must implement any revisions suggested by the instructor. The student will then submit the final version of his or her paper.

H. Quizzes (6)

Each quiz will cover the Reading & Study material for the assigned module/week, except Quiz 2, which will cover the Reading & Study material for Modules/Weeks 2 and 3. Each quiz will be open-book/open-notes, contain 20 multiple-choice questions, and have a 50-minute time limit.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums</td>
<td>(2 at 60 pts ea)</td>
</tr>
<tr>
<td>Self-Reflection Journals</td>
<td>(3 at 55 pts ea)</td>
</tr>
<tr>
<td>Case Studies Activity</td>
<td></td>
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<tr>
<td>Learning Activities</td>
<td>(6 at 15 pts ea)</td>
</tr>
<tr>
<td>SYOA: Professional Interview or Research Paper</td>
<td></td>
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<tr>
<td>Part 1: Preparation</td>
<td></td>
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<tr>
<td>Part 2: Draft</td>
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<tr>
<td>Part 3: Final</td>
<td></td>
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<tr>
<td>Quizzes</td>
<td>(6 at 40 pts ea)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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B. Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.
Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# Course Schedule

**AMOA 204**


<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1           | Valerius et al.: ch. 1  
1 presentation | Course Requirements Checklist  
Class Introductions  
Self-Reflection Journal 1  
Quiz 1 | 10  
0  
55  
40 |
| 2           | Valerius et al.: ch. 3  
1 presentation  
1 website | Self-Reflection Journal 2  
Case Studies Activity  
Learning Activity 1 | 55  
80  
15 |
| 3           | Valerius et al.: ch. 4  
1 presentation  
1 website | DB Forum 1  
Learning Activity 2  
SYOA – Part 1: Preparation  
Quiz 2 | 60  
15  
30  
40 |
| 4           | Valerius et al.: chs. 5–6  
1 presentation  
2 websites | Self-Reflection Journal 3  
Learning Activity 3  
Quiz 3 | 55  
15  
40 |
| 5           | Valerius et al.: chs. 8–9  
1 presentation  
1 website | DB Forum 2  
Learning Activity 4  
SYOA – Part 2: Draft  
Quiz 4 | 60  
15  
75  
40 |
| 6           | Valerius et al.: chs. 10–11  
2 presentations  
2 websites | Learning Activity 5  
Quiz 5 | 15  
40 |
| 7           | Valerius et al.: chs. 12–13  
1 presentation | Learning Activity 6  
Quiz 6 | 15  
40 |
| 8           | Valerius et al.: ch. 17  
1 presentation  
1 website | SYOA – Part 3: Final | 200 |

**Total:** 1010

DB = Discussion Board  
SYOA = Select Your Own Assignment

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on Friday.