

Syllabus Part II
(2025SS) Medical Insurance and Coding 1 (MED 233S-401SS)

Instructor: Yvonne Koors, MHA, B.S., RMA [AMT]

Faculty Class qualifications: Master's in Healthcare Administration (The Ohio University) 2019 & Associate of Science: Medical Assisting (South College, Knoxville, TN) 2001.

Office Location: Room 104-Troy Campus

Office Hours: Fall 2026: Mondays 1 pm-3 pm, Tuesdays (Virtual) 9 am to 10 am, Wednesdays 12 pm to 3 pm

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Required Materials:

- AMA, (2026). *CPT 2025 Professional Edition* ISBN: 978-1640163225
- AMA, (2026). *ICD-10-CM 2026: The Complete Official Codebook*. ISBN: 978-1640163263
- AMA, (2026). *HCPCS Level II Professional (Softbound)*. ISBN: 978-1640163300
- Green, M. A. (2025). *Understanding health insurance: A guide to billing and reimbursement*. 20th ed. Boston, MA: Cengage Learning. ISBN: 9798214112978
- **Cengage Mind-Tap:** For your convenience, Mind-Tap has been linked to Blackboard for easier access to your weekly assignments. You will need to purchase the access code.

The following schedule will be observed as closely as possible; however, the instructor reserves the right to make changes that are deemed necessary to enhance the learning process

Due Dates	In-Class Work	Out of-Class Work
<u>Week 1</u> Due: : 8/31/2026	Online Discussion: ☐ Certification Read: ☐ Chapter 1: Health Insurance Specialist Career ☐ Chapter 2: Introduction to Health Insurance ☐ Chapter 3: Managed Health Care	<u>Chapter 1 Assignments:</u> ☐ Chapter Review (2) (Learn It) ☐ Writing Assignment (Apply It) ☐ Chapter 1 Quiz (Apply It) <u>Chapter 2 Assignments:</u> ☐ Chapter Review (4) (Learn It) ☐ Writing Assignment (2) (Apply It) ☐ Chapter 2 Quiz (Apply It) <u>Chapter 3 Assignments:</u> ☐ Chapter Review (2) (Learn It) ☐ Writing Assignment (3) (Apply It) ☐ Chapter 3 Quiz (Apply It)

Due Dates	In-Class Work	Out of-Class Work
<u>Week 2</u> Due: : 9/6/2026	Discussion: ☐ HITECH and PHI Online Activity with lecture Read: ☐ Chapter 4: Revenue Cycle Management ☐ Chapter 5: Legal Aspects of Health Insurance and Reimbursement	<u>Chapter 4 Assignments:</u> ☐ Chapter Review (4) (Learn It) ☐ Writing Assignment (Apply It) ☐ Application Activities (Apply It) ☐ Chapter 4 Quiz (Apply It) <u>Chapter 5 Assignments:</u> ☐ Chapter Review (Learn It) ☐ Writing Assignment (Apply It) ☐ Application Activities (Apply It) ☐ Chapter 5.1 MOSS ☐ Chapter 5 Quiz (Apply It)
<u>Week 3</u> Due: 9/13/2026	Online Discussion: ☐ ICD-10-CM Online Activity with lecture Read: Chapter 6	<u>Chapter 6 Assignments:</u> ☐ Exercise 6.2 ☐ Exercise 6.3 a & b ☐ Exercise 6.4 ☐ Exercise 6.5 ☐ Exercise 6.6 ☐ Exercise 6.7 ☐ Exercise 6.8 ☐ Review 6.1 ☐ Review 6.2 Review 6.3
<u>Week 4</u> Due: 9/20/2026	Online Discussion: NA	<u>Chapter 6 Assignments</u> ☐ Review 6.4 ☐ Review 6.5 ☐ Review 6.6 ☐ Review 6.7 ☐ Review 6.8 ☐ Review 6.9 ☐ Review 6.10 ☐ Review 6.11 Review 6.12
<u>Week 5</u> Due: 9/27/2026	Online Discussion: NA	<u>Chapter 6 Assignments:</u> ☐ Review 6.13 ☐ Review 6.14 ☐ Review 6.15 ☐ Review 6.16 ☐ Review 6.17 ☐ Review 6.18 ☐ Review 6.19 ☐ Review 6.20 ☐ Review 6.21 ☐ Review 6.22 ☐ Review 6.23 ☐ Review 6.24

Due Dates	In-Class Work	Out of-Class Work
<u>Week 6</u> Due: 10/4/2026	Online Discussion: CPT Coding Read: Chapter 7 Online Activity with lecture	<u>Chapter 7 Assignments:</u> ☐ Exercise 7.1 ☐ Exercise 7.2 ☐ Exercise 7.3 ☐ Exercise 7.4 ☐ Exercise 7.5 ☐ Exercise 7.6 ☐ Exercise 7.7 ☐ Exercise 7.8 ☐ Exercise 7.9 ☐ Exercise 7.10 ☐ Exercise 7.11
<u>Week 7</u> Due: 10/11/2026	Online Discussion: HCPCS Discussion Read: Chapter 8: HCPCS Level II Coding Online Activity with lecture Competency: Locate a HCPCS Level II Code Using the HCPCS Manual	<u>Chapter 8 Assignments:</u> ☐ Exercise 8.1 ☐ Exercise 8.2 ☐ Exercise 8.3 ☐ Exercise 8.4 ☐ Chapter Review Chapter Quiz
<u>Week 8</u> Due: 10/18/2026	Online Discussion: Reimbursement Discussion Online Activity with lecture Read: Chapter 9: CMS Reimbursement Methodologies	<u>Chapter 9 Assignments:</u> ☐ Chapter Review s (5) ☐ Writing Assignment Chapter Quiz
<u>Week 9</u> Due: 10/25/2026	Online Discussion: CMS 1500 and Medical Necessity Discussion Online Activity with lecture Read: ☐ Chapter 10: CMS-1500 and UB-04 Competency: Medical Necessity	Chapter 10 Assignments ☐ Chapter Reviews ☐ Application Activities (Apply It) ☐ Writing Assignment ☐ Chapter Quiz
<u>Week 10</u> Due: 11/1/2026	Online Discussion: ACA and the effect on the Ohio Marketplace Online Activity with lecture Read: Chapter 11 Commercial Insurance Assignment: CMS-1500 Lucinda Donaldson	Chapter 11 Assignments ☐ Application Activities (Apply It) ☐ Writing Assignment ☐ Chapter Quiz ☐ Moss 11.1

Due Dates	In-Class Work	Out of-Class Work
<u>Week 11</u> Due: 11/8/2026	Online Discussion: Blue Cross Blue Shield Online Activity with lecture Read: Chapter 12: BlueCross BlueShield Assignment: CMS-1500 Jeffrey Green	<u>Chapter 12 Assignments</u> ☐ Chapter Reviews ☐ Application Activities (Apply It) ☐ Writing Assignment Chapter Quiz
<u>Week 12</u> Due: 11/15/2026	Online Discussion: Medicare Read: Chapter 13: Medicare Online Activity with lecture Assignment: CMS-1500 Sau Gonzales	<u>Chapter 13 Assignments</u> ☐ Exercise 13.1-13.3 ☐ Application Activities (Apply It) ☐ Writing Assignment ☐ Quiz
<u>Week 13</u> Due: 11/22/2026	Online: Discussion: Medicaid Online Activity with lecture Read: Chapter 14: Medicaid Assignment: CMS-1500: Germane Fontaine	<u>Chapter 14 Assignments:</u> ☐ Application Activities (Apply It) ☐ Writing Assignment Quiz
<u>Week 14</u> 11/29/2026	Online Discussion: Tricare Read: Chapter 15: TRICARE Online Activity with lecture Assignment: CMS-1500: Willowtree	<u>Chapter 15 Assignments</u> ☐ Chapter Review ☐ Application Activities (Apply It) ☐ Writing Assignment Chapter Quiz
<u>Week 15</u> Due: 12/6/2026	Online Discussion: Worker's Compensation Online Activity with lecture Read: Chapter 16: Workers' Compensation Competencies: • Filing out a CMS-1500 Form. • Diagnostic Coding Procedural Coding	<u>Chapter 16 Assignments</u> ☐ Chapter Reviews ☐ Application Activities (Apply It) ☐ Writing Assignment Quiz
<u>Week 16</u> Due: 12/11/2026	Final Exam	•

Due Dates	In-Class Work	Out of-Class Work

Grading Policy

Grading Scale	Weighted by percentages
A 90-100%	Assignments =
B 80-89%	15%
C 70-79%	Discussions=10%
D 60-69%	Competencies=30
F <60%	%
	Test = 20%
	Final Exam = 25%

100% of the competencies required in the MED courses must be passed with a grade of 80% or better. Achievement of the competencies" means that each student has successfully achieved 100% of the MAERBCore Curriculum psychomotor (skills) and affective (behavior) competencies taught within this course. Cognitive (knowledge) Core Curriculum domains are assessed by varying modalities such as, but not limited to; weekly quizzes, short answer questions, & discussion forums. The objective of the cognitive domains is to assess the students' level of critical thinking skills that will prepare them for their field of study as an entry-level Medical Assistant. The student will have three (3) attempts to pass each MED competency. If a student fails a competency in his/her first attempt, the skills will be practiced and reassessed at the next class meeting, or as determined by the instructor. A list of CAAHEP domains that are assessed in this course are listed below.

CAAHEP Correlation

Affective Domain

A. 7	Demonstrate tactfulness
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Cognitive Domains:

VII.	Third Party Reimbursement
VIII.C.1	Identify: a. types of third-party plans b. steps for filing a third-party claim
VIII.C.3	Identify processes for: a. verification of eligibility for services b. precertification/preauthorization c. tracking unpaid claims d. claim denials and appeals
VIII.C.4	Identify fraud and abuse as they relate to third-party reimbursement
VIII.C.5	Define the following: a. bundling and unbundling of codes b. advanced beneficiary notice (ABN) c. allowed amount d. deductible e. co-insurance f. co-pay
VIII.C.6	Identify the purpose and components of the Explanation of Benefits (EOB) and Remittance Advice (RA) Statements
IX.	Procedural and Diagnostic Coding
IX.C.1	Identify the current procedural and diagnostic coding systems, including Healthcare Common Procedure Coding Systems II (HCPCS Level II)

VII.	Third Party Reimbursement
IX.C.2	Identify the effects of: a. upcoding b. downcoding
IX.C.3	Define medical necessity
X.	Legal Implications
X.C.3	Identify components of the Health Insurance Portability & Accountability Act (HIPAA)

Psychomotor Domains:

VII.	Basic Practice Finance
VII.P.2	Input accurate billing information in an electronic system
VIII.	Third-Party Reimbursement
VIII.P.1	Interpret information on an insurance card
VIII.P.2	Verify eligibility for services
VIII.P.3	Obtain precertification or preauthorization with documentation
VIII.P.4	Complete an insurance claim form
VIII.P.5	Assist a patient in understanding an Explanation of Benefits (EOB)
IX.	Procedural and Diagnostic Coding
IX.P.1	Perform procedural coding
IX.P.2	Perform diagnostic coding
IX.P.3	Utilize medical necessity guidelines

Class Policies:

MISSED EXAMS OR COMPETENCIES*	Due to the quick pace and hands-on demonstrations and practice that occurs in class; good attendance is a requirement. Many of the learning experiences and competencies are not easy to set up and repeats may not happen. *Refer to the MA Handbook regarding attendance. If an exam is missed, it must be made up in the Library. There will be an automatic 10% deduction for missed exams, regardless of the circumstance. Make-up exams maybe different than the original exam. An exam must be made-up within 1 week of the original exam. Instructor must be notified prior so that arrangements can be made. ALL make-up exams will be taken as proctored exams in the Testing Services Center in the Edison Library. *Photo I.D. is required to take the exam. The Library's proctored exam schedule is as follows: Monday 2:00PM-8:00PM Tuesday 8:00AM-2:00PM Thursday 2:00PM-8:00PM Saturday 10:00AM-2:00PM
LABS:	Participation in lab practice sessions is required. Due to time constraints, labs CANNOT be made-up. If a student misses a lab, it is the students' responsibility to catch up with a classmate.

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GENERAL:	Assignments not turned in on the due date, will not be accepted. If a student is absent, homework will be accepted on the day the student returns to class. It is the students' responsibility to obtain missed material due to his/her absence. If you need to speak with me about the course or personal issues, email me to set up a time or see me during break. If you need to see the Director, please make arrangements to do so during normal office hours. Please keep cell phones on vibrate or silent during class. There is to be NO texting during class. If I see you texting, I will ask you to turn your phone OFF. If you must take a call during class, then you must excuse yourself from class and you are responsible for obtaining the information that you missed from a fellow classmate.
ACADEMIC HONESTY:	The Academic Honesty Policy of Edison Community College will be upheld. Academic dishonesty will not be tolerated. Please refer to the Student Handbook. http://www.edisonohio.edu/handbook
ATENDANCE:	You attendance in the online course is through participation in the discussion threads and collaborative sessions.

SUPPORT SERVICES PROVIDED by the COLLEGE

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
ADVISING SERVICES	Edison State's career pathways advisors are your partners in success. A career pathways advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathways advisor will • Identify the right academic major to set you on your desired career path. • Identify the courses you'll need to accomplish your academic goals. • Help you develop a student educational plan (SEP) tailored to your lifestyle and work schedule. • Prepare you to navigate your first semester at Edison State. If you have questions, contact your career pathways advisor. You can find their email at https://www.edisonohio.edu/Advising/ or contact your faculty advisor.
BOOKSTORE SERVICES	The Edison State eCampus Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 859-209-6958 or check us out online at https://edisonohio.ecampus.com
CAREER AND JOB SERVICES	Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.
DISABILITY SERVICES	Disability Services prevents discrimination on the basis of <i>Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.</i>

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
HEALTH AND WELLNESS SERVICES	Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty, and staff. Please contact Dr. J Passmore at 937-778-7895 or visit the following website for more information. https://www.edisonohio.edu/student-life/student-wellness-center
LIBRARY SERVICES	The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/ Libguides and short instructional videos are available to help you use these resources can be found Here: https://libguides.edisonohio.edu/ Please contact the library staff with any library questions you may have at library@edisonohio.edu , 937-778-7950, or stop in!
STUDENT RESOURCE CENTER AND PANTRY	Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our centers in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.
TECHNICAL SUPPORT SERVICES	<i>For Log-in Issues or other Issues:</i> There are several steps you can do if you can't log in, but all require you to be signed up for the SSRPM and several require your student ID. Be sure to double check you are signed up for the SSRPM or it can come back to hurt you later. During regular business hours (9-5 Monday-Thursday, 9-4 Friday) either emailing support@edisonohio.edu or by call 937-778-8600 and asking for IT. After hours either: 1. Log onto the SSRPM and go to "forgot password" enter your security answers and then click to either change your password 2. Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat" to get the password changed. 3. Call 937.778.7957 and talk to the off-campus blackboard company to get help.
TUTORING SERVICES	All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu , call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/
Testing Your Faith Act Policy	Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/Registration-and-Records/ and provide a copy to their individual faculty within 14 days from the start of the

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
	course. Students may contact Jessica Chambers, Dean of Student Engagement, jchambers2@edisonohio.edu if they have any questions and the entire policy can be found in the student handbook at http://stage.edisonohio.edu/digipub/StudentHandbook/index.html .
<u>TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying</u>	It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

