

**DE ANZA COLLEGE**  
**MEDICAL OFFICE FINANCIAL PROCEDURES – ONLINE QUARTER**

**HTEC: 072-61Z** **CRN: 24836** **FALL 2022**  
**LOCATION: ONLINE**  
**HTEC 072-61**  
**CLASS DAY: Wednesday**  
**LECTURE: 6:00pm-6:50pm LAB: 7:00pm – 8:50pm**  
**ONLINE HELP: 8:50 – 9:30pm By Appointment**  
**INSTRUCTOR: Sunita Rangwala, rangwalasunita@fhda.edu**

**\*\*Skills Lab 101D is a requirement for this class. Is not optional. YOU MUST BE REGISTERED IN BOTH.**

**Catalog Description:**

HTEC 072: Fee determination, billing, diagnostic and procedural coding, commercial and government health insurance programs, health insurance specialist as a career.

HTEC 101D: Development of speed and accuracy in skills learned in medical office financial procedures course; skills including determining ICD-10 and CPT codes, completing various types of insurance forms.

**Student Learning Outcome (SLO) for HTEC72-61**

- Illustrate diagnostic and procedural coding in the medical field
- Illustrate eligibility, benefit guidelines for health insurance company
- Illustrate the ICD-10 and CPT codes used in the medical office

**Required Texts:**

1. Understanding Health Insurance, A Guide to Billing and Reimbursement, 16<sup>th</sup> Edition, 2016, Green, Michelle A. and Rowell, JoAnn C., Delmar Cengage, ISBN 13: 978-0-357-51558-7
2. ICD-10-CM 2021 or newer, The complete Official Code Book by American Medical Association
3. CPT 2021 or newer, Professional Edition by American Medical Association

**Attendance Policy**

Students are expected to attend all class periods of this course, attendance in class is mandatory. Any unavoidable absences must be cleared with the instructor. Students are responsible for all assignments, even in the event of an absence. Late work is not accepted unless it has been cleared with the instructor. Students are encouraged to be on time for all class sessions. Late arrivals result in class disruptions. Additionally, leaving class early without the instructor's permission will be recorded as one absence.

**Classroom Etiquette**

All cell phones should be turned off prior to entering the classroom. Additionally, students are expected to display tolerance for other's views during classroom discussions. Comments and language used should be appropriate for a professional setting. Students should have their VIDEO ON during the classroom sessions and be engaged in class.

**Assignments and Participation**

You will be assigned assignments that you must complete. All assignments are due by the scheduled due date. No late work will be accepted. Additionally, you will be assessed per your class participation. Class participation is crucial to a thorough understanding of the material presented

**Evaluation**

The following items will be assigned during the semester and used to calculate the student's final grade:

➤ **Assignments and Participation**

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➤ **Tests**

You will be required to demonstrate what you have learned by completing course examinations. In addition to the regular tests that you will receive throughout the course, you will be required to complete a midterm and a final exam.

**Course Grade:**

Tests	Points	Percentage
Attendance/Participation	250	25%
Assignments	250	25%
Mid Term	250	25%
Finals	250	25%

GRADE

A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	Anything below 59 %

**Policy on Copying and Cheating:**

Students who submit the work of others as their own or cheat on tests/exams or other assignments receive a zero for that assignment and are reported to college authorities.

**STUDENT SUCCESS CENTER**

• **All SSC Zoom links and schedules are located in one convenient place.**

Go to <https://www.deanza.edu/studentsuccess/> and follow the links in the Service Updates to add yourself to the non-course [SSC Resources Canvas](#) site, then click on Modules to find current schedules and links. This is updated frequently, so please, ALWAYS access SSC Zoom tutoring and workshops from within SSC Resources.

**Support for remote learning:** If you'd like to speak with someone about trying different study strategies for online classes, finding new routines, creating a productive workspace, resisting the new opportunities for procrastination, or just brainstorming some strategies for good self-care during a stressful time, we encourage you to talk with a peer tutor or SSC staff member, or attend a Skills workshop. We get it and are going through the same things, so let's support each

**MATERIAL TO BE COVERED**

\*\*\*\*\*IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT ASSIGNMENTS ARE DUE\*\*\*

***Get the phone number of three classmates to call in case of absences or questions regarding activities.***

## Schedule HTEC 072

Time constraints may cause this schedule to change as the quarter progresses.

Week 1 - Sept. 28	Chapter 1 – Health Insurance Specialist Chapter 2 – Introduction to Health Insurance HOMEWORK - <b>Chapter 1 and Chapter 2 Textbook Multiple Choice Questions - 20 pts</b>
Week 2 – October 5	Chapter 4- Revenue Cycle Management HOMEWORK - <b>Chapter 4 Textbook Multiple-Choice Questions - 20 pts</b>
Week 3 - Oct. 12	Chapter 6- ICD10 –CM Coding, Overview HOMEWORK - <b>Chapter 6 Textbook Questions 1 - 40 - 20 pts</b>
Week 4 -Oct. 19	Chapter 6- ICD10 –CM Coding Conventions HOMEWORK - <b>Chapter 6 Textbook Questions 41 - 80 - 20 pts</b>
Week 5 - Oct. 26	Chapter 6- ICD10 –CM Official Guidelines for Coding and Reporting HOMEWORK - <b>Chapter 6 Textbook Questions 81 - 120 - 20 pts</b>
Week 6 – Nov 2	<b>Mid –Term (Ch 1 – Ch 6) – 250 pts</b>
Week 7 - Nov. 9	Chapter 9 CMS Reimbursement Methodologies Chapter 10- Coding for Medical Necessity HOMEWORK - <b>Chapter 9 and Chapter 10 Textbook Multiple Choice Questions 50 pts</b>
Week 8 - Nov. 16	Chapter 7- CPT Coding HOMEWORK - <b>Textbook Exercise 7.5 and Review Questions (end of Chapter) 7.1 - 25 pts</b>
Week 9 - Nov. 23	Chapter 7- CPT Coding HOMEWORK - <b>Textbook Exercise 7.6 and Review Questions (end of Chapter) 7.2- 25 pts</b>
Week 10 - Nov. 30	Chapter 7- CPT Coding HOMEWORK - <b>Textbook Exercise 7.7, 7.8 and Review Questions (end of Chapter) 7.3- 25 pts</b>
Week 11 -Dec. 7	Chapter 7- CPT Coding HOMEWORK - <b>Textbook Exercise 7.9, 7.10 and 7.11 and Review Questions (end of Chapter) 7.4, 7.5, 7.6 - - 25 pts</b>
Week 12 - Dec. 14	<b>Finals (Ch 7, 9 &amp; 10) – 250 pts</b>

