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Basic Course Information

Semester:	Fall 2025	Instructor Name:	Lidia Trejo, CCS, CCMA-AC
Course Title & #:	MA 075	Email:	lidia.trejo@imperial.edu
CRN #:	10809	Webpage (optional):	N/A
Classroom:	2139 / Computer Lab 2156	Office #:	N/A
Class Dates:	10/06/25-12/06/25	Office Hours:	N/A for part time
Class Days:	Thursday & Friday	Office Phone #:	760-355-6348 (Nursing office)
Class Times:	4:00-8:05	Emergency Contact:	Beatriz Trillas-Martinez 760-355-6468
Units:	3	Class Format:	Face to face

Course Description

The course provides an overview, instruction and practice on financial procedures, third party billing, insurance, collections and coding practices used in medical offices, outpatient, ambulatory and hospital settings. Introduces Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and International Classification of Disease (ICD) procedural principles. The relationship between coding, reimbursement, collections, insurance, administrative procedures and billing are explored. (Nontransferable, AA/AS degree only)

Course Prerequisite(s) and/or Corequisite(s)

MA 071 with a grade of "C" or better. Concurrent enrollment in MA073.

AHP 100 with a grade of "C" or better

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- 1. Identify the laws and/or regulations related to bookkeeping, billing and collection in a medical office. (ILO2)*
- 2. Demonstrate proper coding techniques utilizing current coding processes (ILO2)*

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Define the basic bookkeeping terms such as a. charges, b. payments, c. accounts receivable, d. accounts payable, e. adjustments. (VII.C.1)
2. Describe banking procedures as related to ambulatory care setting. (VII.C.2)
3. Identify precautions for accepting the following types of payment: a. cash, b. check, c. credit card, d. debit card (VII.C.3)
4. Describe types of adjustments made to patient accounts including: a. non-sufficient funds (NSF) check, b. collection agency transaction, c. credit balance, d. third party (VII.C.4)
5. Identify types of information contained in the patient's billing record (VII.C.5)
6. Explain patient financial obligations for services rendered (VII.C.6)

7. Identify types of third-party plans, information required to file a third-party claim and the steps for filing a third-party claim (VIII.C.1)
8. Outline managed care requirements for patient referral (VIII.C.2)
9. Describe processes for verification of eligibility for services, precertification, and preauthorization (VIII.C.3)
10. Differentiate between fraud and abuse (VIII.C.4)
11. Describe how to use the most current procedural coding system (IX.C.1)
12. Describe how to use the most current diagnostic coding classification system (IX.C.2)
13. Describe how to use the most current HCPCS level II coding system (IX.C.3)
14. Discuss the effects of: a. upcoding; b. down coding (IX.C.4)
15. Define medical necessity as it applies to procedural and diagnostic coding (IX.C.5)
16. Utilize medical necessity guidelines (IX.P.3)

Textbooks & Other Resources or Links

Joanne D Valerius, Nenna L Bayes, Cynthia Newby and Amy L Blochowiak 2020. *Medical Insurance. A Revenue Cycle Process Approach*. McGraw Hill Education ISBN: 978-1-265-16671-7 **9th Edition**
Darline Foltz and Karen Lankisch 2018. *Exploring Electronic Health Records* 3rd. Paradigm ISBN: 9780763881368
Connect. Lab software for *Medical Insurance. A Revenue Cycle Process Approach*

Course Requirements and Instructional Methods

Class Activity

Group activity may include but not limited to: determine a simulated insurance billing problem

Mid-Term/Final Exam(s)

Oral Assignments

Demonstrate skill mastery of assigned topic

Problem Solving Exercise

Individual or group activity in a simulated exercise

Quizzes

Skill Demonstration

Lab assignment, including computer simulated problem

Written Assignments

Out-of-class, or in class written assignment

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Testing: Every student is responsible for taking all examinations. **THERE ARE NO MAKE-UPS! Unless prior arrangements are made with the instructor, except for written final or skills final.**

To be eligible for a make-up exam, you must notify me (by email) before the start of the exam as to why you cannot be present for the exam. Make-up exams must be taken within one week of the scheduled exam day.

Tests are usually given at the beginning of lecture. Tardy people may attempt the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

Grading is based on points possible therefore I do not use a curve to grade. You must have a "C" or better to continue to each session of the program.

A 90-100% of points possible

B 80-89 % of points possible

C 70-79% of points possible (Minimal requirement to pass this class and to advance to MA074.

Required Information: Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

Grading Scale (%)	
90-100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Course Policies

ATTENDANCE

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For

online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

ACADEMIC HONESTY

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

CLASSROOM ETIQUETTE

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week/date	Topics discussed	Pages/ Due Dates/Tests
Week 1 October 9th	First day of class. Syllabus & Introduction. List the main learning objectives or topics covered during this class period.	Read Chapter 1
October 10th	Chapter 1 • Working in the Medical Insurance Field • Medical Insurance Basics • Healthcare Plans • Health Maintenance Organizations • Preferred Provider Organizations • Consumer-Driven Health Plans • Medical Insurance Payers • The Revenue Cycle • Achieving Success	Read Chapters 3-4 Tutorials & assignments
Week 2 October 16th	Chapter 3 • New Versus Established Patients • Information for New Patients • Information for Established Patients • Verifying Patient Eligibility for Insurance Benefits • Determining Preauthorization and Referral Requirements • Determining the Primary Insurance • Working with Encounter Forms • Understanding Time-of-Service (TOS) Payments • Calculating TOS Payments	Tutorials & assignments
October 17th	Chapter 4 • ICD-10-CM • Organization of ICD-10-CM • The Alphabetic Index • The Tabular List • ICD-10-CM Official Guidelines for Coding and Reporting • Overview of ICD-10-CM Chapters • Coding Steps • ICD-10-CM and ICD-9-CM	Read Chapter 5-6 Tutorials & assignments
Week 3 October 23rd	Chapter 5 • <i>Current Procedural Terminology, Fourth Edition (CPT)</i> • Organization • Format and Symbols • CPT Modifiers • Coding Steps	TEST: CHAPTERS 1, 3 & 4 Tutorials & assignments

Week/date	Topics discussed	Pages/ Due Dates/Tests
	- Evaluation and Management Codes - Anesthesia codes	
October 24th	Chapter 6 - Compliance Billing - Knowledge of Billing Rules - Compliance Errors - Strategies for Compliance - Audits - Physician Fees - Payer Fee Schedules - Calculating RBRVS Payments - Fee-Based Payment Methods - Capitation - Collecting TOS Payments and Checking Out Patients	Read Chapters 7-8 Tutorials & assignments
Week 4 October 30th	Chapter 7 - Introduction to Healthcare Claims - Completing the CMS-1500 Claim: Patient Information Section - Types of Providers - Completing the CMS-1500 Claim: Physician/Supplier Information Section - The HIPAA 837P Claim - Checking Claims Before Transmission - Clearinghouses and Claim Transmission	Tutorials & assignments
October 31st	Chapter 8 - Group Health Plans - Types of Private Payers - Consumer-Driven Health Plans - Major Private Payers and the BlueCross BlueShield Association - Affordable Care Act (ACA) Plans - Participation Contracts - Interpreting Compensation and Billing Guidelines - Private Payer Billing Management: Plan Summary Grids - Preparing Correct Claims - Capitation Management	Read Chapters 9-10 Tutorials & assignments
Week 5 November 6th	Chapter 9 - Eligibility for Medicare - The Medicare Program - Medicare Coverage and Benefits - Medicare Participating Providers - Original Medicare Plan - Medicare Advantage Plans - Additional Coverage Options - Preparing Primary Medicare Claims	TEST: CHAPTERS 5,6,7 & 8 Tutorials & assignments

Week/date	Topics discussed	Pages/ Due Dates/Tests
November 7th	Chapter 10 • The Medicaid Program • Eligibility • State Programs • Medicaid Enrollment Verification • Covered and Excluded Services • Plans and Payments • Third-Party Liability • Claim Filing and Completion Guidelines	Read Chapters 11-12 Tutorials & assignments
Week 6 November 13th	Chapter 11 • The TRICARE Program • Provider Participation and Nonparticipation • TRICARE Prime • TRICARE Select • CHAMPVA • Filing Claims	Tutorials & assignments
November 14th Deadline to drop with "W"	Chapter 12 • Federal Workers' Compensation Plans • State Workers' Compensation Plans • Workers' Compensation Terminology • Claim Process • Disability Compensation and Automotive Insurance Plans	Read Chapters 13-14 Tutorials & assignments
Week 7 November 20th	Chapter 13 • Claims Adjudication • Monitoring Claim Status • The Remittance Advice (RA) • Reviewing RAs • Procedures for Posting • Appeals • Post-payment Audits, Refunds, and Grievances • Billing Secondary Payers • The Medicare Secondary Payer (MSP) Program, Claims, and Payments	TEST: CHAPTERS 9,10,11 & 12 Tutorials & assignments
November 21st	Chapter 14 • Patient Financial Responsibility • Working with Patients' Statements • The Billing Cycle • Organizing for Effective Collections • Collection Regulations and Procedures • Credit Arrangements and Payment Plans	Tutorials & assignments Study for Final

Week/date	Topics discussed	Pages/ Due Dates/Tests
THANKSGIVING BREAK NO CLASS		
Week 8 December 4th		
December 5th	***FINAL TEST***	TEST: CHAPTERS 13 & 14

*****Tentative, subject to change without prior notice*****