



## Health/Health Careers

# Medical Office Insurance Today CHHO-8005

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Understanding health insurance is a vital component of working in a medical office. In this 44-hour course, come discover, discuss, and learn to master the complex issues of health insurance in today's society. Gain insight on the history of health insurance and how it has changed and evolved over time. Extended instruction and practice will focus on the claims process, covering both the universal paper claim form (the CLS-1500), and the electronic claims procedure, as well as understanding HIPAA law and application to the course content. Students either pursuing a medical administrative career or looking for a refresher will benefit from this instructor-led course followed by immediate scenario-based application.

Ready to learn more? Complete our information form at [www.kirkwood.edu/ce\\_certificatesform](http://www.kirkwood.edu/ce_certificatesform) or contact a student advisor today at [ceadvising@kirkwood.edu](mailto:ceadvising@kirkwood.edu) or 319-398-5529.

**Course List:**

NA

**Delivery Method:**

Classroom

**Length of Program and CEU Credits:**

44 hours, 5.28 CEUs

**Entrance Requirements/Prerequisites:**

None

**Other Items to Know About this Course:**

The following textbooks will need to be purchased separately: "Health Insurance Today: A Practical Approach" (ISBN: 978-0325-509589) and "Health Insurance Today Workbook" (ISBN: 978-0325-509589).

**Program Completion Requirements:**

This is a pass/fail course based on both score and attendance. Tests, quizzes, and assignments in class must score a cumulative of 80 percent or greater, and students must attend at least 90 percent of the class sessions.

**Industry Credentials Earned:**

None. This program does not award any nationally recognized certification upon completion.

**Pathway to Credit Program:**

None

**Tuition Assistance:**

Yes

### Course Objectives:

- Understand the origins of health insurance and its role within the medical office.
- Learn the legal and ethical implications of health insurance.
- Know health care reform coverage types and their sources.
- Apply the basics of health insurance to both paper and electronic claims forms.
- Know the procedures of Medicaid and Medicare, military carriers, workers' compensation, disability insurance, and more.
- Perform diagnostic coding, procedural evaluation and management, and HCPCS coding.
- Understand the roles of the company and patient for successful claims management.
- Advance to hospital billing and the UB-04 in applicable situations.

### Learning Outcomes:

Upon completion of this program, students will have a better understanding of medical insurance coverage, processing, coding, billing, and submission to complete daily medical administrative tasks and to assist patients.

### Careers:

Source: Career Coach 2018, Kirkwood Community College region.

### Medical Secretaries

Average hourly earnings: \$17.76

Starting hourly earnings: \$11.90

Projected job openings (2018 – 2023): 545

### Related Information:

NA

### LEARN MORE

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### Continuing Education

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