

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

# American Public University System

*The Ultimate Advantage is an Educated Mind*

**School of Health Sciences**  
**HIMA 240**  
**Health Care Reimbursement Methodologies**  
**Credit Hours: 3**  
**Length of Course: 8 weeks**  
**Prerequisite: HIMA110**

**Course Description (Catalog)**

This course covers all U.S. health care payment systems and their functions. The content provides students with a foundation of the basics of health insurance and public funding programs, managed care contracting, and payment for services. Students will examine various reimbursement methodologies, and the interconnection between clinical coding, compliance, and reimbursement. Within this, revenue life cycle management will be studied and its impact on provider financial stability.

**Course Scope**

This course provides an understanding of how reimbursement systems affect providers, payers, consumers, policy makers, and the development of classification and information technology systems. They will gain concise explanations of various methodologies that typify managed care, commercial insurance, and government-sponsored prospective payment systems. This course also compares and contrasts systems, and instructs students on accessing and using related resources like fee schedules, payment classification groups, and exclusion lists necessary for accurate reimbursement.

## Course Learning Objectives

After successfully completing this course, candidates will be able to:

1. Distinguish among major health care payment methods in the United States.
2. Interpret health coverage statistics.
3. Analyze various managed care models.
4. Diagram the lifecycle of an insurance claim, including electronic data interchange.
5. Explain various terms as they relate to the insurance process.
6. Evaluate coding guidelines and the connection between compliance and reimbursement.

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due weekly as noted on the course outline and can include Discussion questions and written assignments. Assigned faculty will support the students throughout this eight-week course.

## Course Materials

### Required Course Textbook:

Casto, A., & Forrestal, E. (2015). *Principles of Healthcare Reimbursement* (4th ed.). Chicago: AHIMA Press

[EHRGo Practice EHR Software](#)

### Recommended Text(s):

Mosby, I. (2009). *Mosby's dictionary of medicine, nursing & health professions* (8th ed.). St. Louis, Mo.: Mosby/Elsevier.

*ICD-10-CM – Current year*

*ICD-10-PCS- Current year*

*HCPCS Level II Standard- Current year*

*CPT- Current year*

Candidates are expected to adhere to APA style throughout the program.

The *Publication manual of the American Psychological Association* (Currently 7<sup>th</sup> ed.) should be purchased and used in all courses.

## Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

AHIMA Home - [American Health Information Management Association](#). (n.d.). Retrieved December 2, 2014

HIMSS - [Healthcare Information and Management Systems Society](#). (n.d.). Retrieved December 2, 2014

## Evaluation Procedures

### Discussion

Please join the discussions each week. Replies must be posted in the week due and replies after the end of each week will not be graded. The Discussions are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions. Students should demonstrate their own knowledge in the discussions and avoid copying and pasting from websites.

### ***Guidelines:***

- Post the initial response to each discussion by 11:59pm, ET, Wednesday.
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to at least 2 of your classmates in each discussion by 11:59pm, ET, Sunday.
- Responses to classmates are significant to advance the discussion.
- All discussions can be accessed in the Discussions section of the course.

## EHR Assignments

During Weeks 3 and 6 you will complete assignments that require use of the EHRGo Software program. Details and submission guidelines for each of these can be found within the Assignments area of the course.

## Grading Scale

Grade	Quality Points/ Grading Percent	Description
A	4.0/ 100 - 94	All: Very high quality, clearly above average work
A-	3.67/ 93 - 90	
B+	3.33/ 89 - 87	
B	3.0/ 86 - 84	Undergrad: Above average   Graduate: Expected performance level
B-	2.67/ 83 - 80	
C+	2.33/ 79 - 77	
C	2.0/ 76 - 73	
C-	1.67/ 72 - 70	Undergrad: Below Average   Graduate: Failing
D+	1.33/ 69 - 67	Undergrad: Unsatisfactory   Graduate: Failing
D	1.0/ 66 - 64	Undergrad: Unsatisfactory   Graduate: Failing
D-	.67/ 63 - 60	Undergrad: Unsatisfactory   Graduate: Failing
F	0.0/ 59 - 0	Undergrad: Failing   Graduate: Failing

## Course Grading Outline

Grading Instrument	Percentage of Final Grade
Discussion	20
Assignments	20
Quizzes	20
EHR Assignments	20
Final	20
<b>TOTAL</b>	<b>100%</b>

## Course Outline

Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
1	Reimbursement Methodologies	1,5,6	Chapter 1: Healthcare Reimbursement Methodologies  Chapter 2: Clinical Coding and Coding Compliance	<b>Week 1- Assignment: Compliance and Leadership**</b>	Week 1 Discussions: -Introduction -Getting Started and Reimbursement Inefficiencies
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
2	Insurance Plans	1,2,5	Chapter 3: Voluntary Healthcare Insurance Plans	Quiz 1 <b>Week 2 Assignment: Commercial Insurance and Capitation**</b> <b>Week 2 Assignment: EHR Assignment: Creating a Claim</b>	Week 2 Discussion: Healthcare Plans
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
3	Medicare and Medicaid	1,2,5	Chapter 4: Government-sponsored Healthcare Programs	<b>Week 3 Assignment: EHR Assignment: CMS 1500**</b>	Week 3 Discussion: Compare and contrast Medicare and Medicaid
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
4	Managed Care	3,5	Chapter 5: Managed Care Plans	<b>Week 4 Assignment: EHR Assignment: Posting a Payment</b> Quiz 2	Week 4 Discussion: Managed Care
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
5	Medicare and Medicaid Prospective	4,5	Chapter 6: Medicare-Medicaid	<b>Week 5 Assignment: EHR Assignment:</b>	Week 5 Discussion: Chargemaster and Claims Management

	Payment Systems		Prospective Payment Systems for Inpatients	<b>UHDDS**</b>	
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
6	Major Types of Medicare and Medicaid Reimbursement Systems	1,5	Chapter 7:  Ambulatory and  Other Medicare-Medicaid Reimbursement Systems	Quiz 3 <b>Week 6 Assignment: Chargemaster and Cost Control**</b>	Week 6 Discussion: Major Types of Medicare and Medicaid Reimbursement Systems
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
7	Constituents of the Revenue Cycle	4,5,6	Chapter 9:  Revenue Cycle Management  Chapter 10:  Value-based Purchasing	<b>Week 7 Assignment: Revenue Cycle Plan**</b>	Week 7 Discussion: Components of Revenue Cycle
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Discussion(s)
8	Course Overview	1,2,3,4,5,6	No Readings (Comprehensive Exam Preparation)	<b>Comprehensive Exam</b>	Week 8 Discussion: Reflection

## Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)  
[Plagiarism Policy](#)  
[Extension Process and Policy](#)  
[Disability Accommodations](#)

**Citation and Reference Style:** Students will follow the American Psychological

Association (APA) manual (7th edition) as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA manual (7th ed). See [APA Style](#) and [The Basics of Seventh Edition APA Style](#). Also see the [APUS APA Style](#) web page. This is a great resource to bookmark!

**Websites:** Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.

**Documents/Files:** When uploading assignments, make sure they are in doc, docx, or RTF format. Make sure to properly format papers (or PowerPoint) with a cover sheet. Use black 12 Times New Roman, Arial, or other appropriate font. Adhere to the essentials of Standard American English grammar, word choice, spelling, and punctuation and APA 6th edition.

### **Plagiarism**

Plagiarism is a serious violation of APUS's code of academic conduct. [The Student handbook](#) explains specific policies and penalties. Here is the link to the policy:

### **Academic Dishonesty**

Additionally, the School of Education offers further clarification. Specifically, all students in this course are to follow these guidelines:

- Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using APA style. Cutting and pasting from a website without citing the electronic source is plagiarism, as is taking phrases, sentences and/or paragraphs from textbooks without referencing the source.
- Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work, without permission or citation. These are published by the instructors, who properly cite the sources of any externally published sources.
- Do not insert parts of previous students' work or current students' work into your own work, without permission and/or citation.

You are expected to use your own words to demonstrate your understanding of the content of this course. While it is appropriate to reference experts and outside resources, students should do so judiciously to avoid simply summarizing and paraphrasing what all other sources have stated about a given topic. Remember to

always cite any work that is not your own intellectual property. Failure to do so may result in failing an assignment and/or course; and ultimately may result in being removed from the program due to a violation of professional dispositions.

### **Late Assignments**

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, **please contact me before the due date so we can discuss the situation and determine an acceptable resolution.** Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

### **Netiquette**

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Discussion of others.

- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), : ), ☺

### **Disclaimer Statement**

**Course content may vary from the outline to meet the needs of this particular group.**

### **Online Library**

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to [librarian@apus.edu](mailto:librarian@apus.edu).

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals,



which are available in electronic form and only through limited subscription services.

- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](https://www.tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

### **[Request a Library Guide for your course](#)**

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOC111), or class name.

If a guide you need is not available yet, please email the APUS Library:  
[librarian@apus.edu](mailto:librarian@apus.edu)

## 2018 AHIMA Curriculum Competencies Health Information Management

### Domain I. Data Structure, Content, and Information Governance

#### Competency

I.5 Utilize classification systems, clinical vocabularies, and nomenclatures.

### Domain IV. Revenue Cycle Management

#### Competency

IV.1. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.

IV.2. Manage components of the revenue cycle.

IV.3. Evaluate compliance with regulatory requirements and reimbursement methodologies.

### Course Delivery Method

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