Health Information Administration
Distance Education Course Syllabus
M470 Healthcare Reimbursement System

Department of BioHealth Informatics / Human-Centered Computing / Library and Information Science
Indiana University School of Informatics and Computing, Indianapolis
Spring 2015

Section No.: 12079
Credit Hours: 3

Instructor: Nicole Duperon Harper, PhD, MBA, RHIA, CCS-P, C-CDIS
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Instructor will respond to emails within 48 hours during the week however this response may be delayed over weekend/holidays.

Prerequisites: None

COURSE DESCRIPTION

This course will present data elements that apply to prospective payment systems. It will allow the student to gain the knowledge of correct reimbursement systems and to identify issues in meeting medical necessity guidelines.

Required Text(s):

Title: Principles of Healthcare Reimbursement (4th Ed)
Author(s): Casto, Anne B.; Forrestal, Elizabeth
Publisher: American Health Information Management Association
Course Outcomes:

At the conclusion of this course the HIM student will be able to:

1. Identify the data elements and definitions involved with DRG and APC assignments.
2. Use a grouper to assign DRGs and to assign APCs.
3. Identify medical necessity issues for outpatient services.
4. Describe the procedure for issuing an advance beneficiary notice.
5. Manage the use of clinical data required in prospective payment systems (PPS) in Healthcare delivery. (I.D.1)
6. Manage the use of clinical data required in other reimbursement systems in healthcare delivery. (I.D.2)
7. Implement and manage processes for compliance and reporting. (I.D.4)
8. Participate in revenue cycle management (I.D.5)

(Per RHIA Exam Competencies)

Core Competencies:

1. Identify and define the types of healthcare reimbursement methodologies.
2. Identify and differentiate among the various government-sponsored healthcare programs.
3. Identify the origins of managed care and the new hybrid forms of managed care.
4. Explain the various Medicare and Medicaid prospective payment systems for inpatients.
5. Identify Medicare and Medicaid payment methods for non-hospitalized patients and for physician service.
6. Explain each component of the revenue cycle.
Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

1A. Core communication: written, oral and visual skills
1B. Core communication: quantitative skills
1C. Core communication: information resources skills
2. Critical thinking
3. Integration and application of knowledge
4. Intellectual depth, breadth, and adaptiveness
5. Understanding society and culture
6. Values and ethics

Software used:

If you are unfamiliar with ONCOURSE you may want to reference the Quick Start Guide for Students available online. For technology related questions, go to http://informatics.iupui.edu/ and click on the Technology Services link located under the TOOLS column. When submitting a Technology Ticket provide your name, class number, instructor and a detailed description of the problem.

Software programs used in the teaching of this course include Microsoft Office.

EXPECTATIONS, GUIDELINES, ASSIGNMENT, ASSESSMENTS AND POLICIES

Chapter assignments and assessments/exams (tests) are listed in the weekly class schedule and are based on assigned chapter readings and end of chapter learning exercises. Each assessment (test) has a specific COMPLETION date (date due). All assignments and assessments (tests) will be completed using ONCOURSE unless otherwise specified by the instructor and will close at 5:00pm EST on the day specified by the instructor. Completion after the closing date/time listed will be considered late and will not be accepted unless there is extenuating circumstances (please see late work policy below).

LATE WORK POLICY: late work will not be accepted unless there are clear and compelling extenuating circumstances.

Extenuating Circumstances: If you have extenuating circumstances that prevent you from completing coursework or participating in the class, please contact your instructor to make alternative arrangements.

The possibility of alternative arrangements is at the discretion of your instructor and/or administration. Active communication is the key to overcoming any hurdles you may encounter during the semester. It is your responsibility to inform your instructor (ahead of time, unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline. In those situations,
your instructor will work with you to establish alternative deadlines without late penalty. Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or administration and documentation may be required for verification of the extenuating circumstance. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental evacuation due to fire/hurricane/tornado/earthquake/tsunami, or active military assignment where Internet connectivity is unavailable for an extended time period.

Computer-related issues and Internet connectivity issues are not considered extenuating circumstances.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year: http://registrar.iupui.edu/incomp.html

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through ONCOURSE. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. Please see late policy above.

All assignments will be posted in ONCOURSE with a COMPLETION DUE DATE. Assignments will not be opened for review nor will grades be posted until after each assignment due date. When you take a test using the ONCOURSE Original Test and Survey tool, it is a good idea to create a screenshot of your submitted test. This screenshot serves as additional proof that you completed and submitted your test in the event of ONCOURSE technical issues. If there is a dispute regarding an assessment (test) or assignment submitted after the assigned due date and time, the above method will be the only accepted proof that an assignment or assessment (test) was submitted.

Note: To avoid the loss of points for assignments and/or assessments (tests) submitted through ONCOURSE please read the following information carefully: All assignments submitted through the ONCOURSE “Assignment” tab automatically generate an e-mail notification. This notification is sent directly to your primary e-mail account. Students will
be required to present a copy of this e-mail notification to the instructor if there is a dispute regarding an assignment submission. Therefore, it is highly recommended that students maintain a file, either electronic or on paper, for each assignment submission notification received. For your information, you cannot save your assignments/work via ONCOURSE Test and Survey tool and come back to it at a later time. Once an assignment has been submitted it will be graded as is, so be very careful that the assignment you submit is the version you want graded. Be sure you are submitting the correct, complete assignment.

Distance Education and On-Line Etiquette

When taking a course online, it is important to remember that an online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Inappropriate discussion responses will not be tolerated and disciplinary action will be taken according to the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct. Remember to maintain current anti-virus protection programs and avoid forwarding email attachments from outside sources that you are uncertain of. Instructor sections in ONCOURSE include syllabus, announcements, messages, resources, roster, grade book, tests and surveys.

Changes Corrections and Omissions

The instructor reserves the right to make changes as necessary to the syllabus and the class schedule. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes and nature of change(s) on ONCOURSE Announcements.