

# HEALTH INFO TECH/3: INSURANCE AND BILLING (90 Hours)

Course No.: 76-15-70

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

### A. INTRODUCTION AND SAFETY (3 hrs)

- \_\_\_\_\_ 1. Scope and purpose of course
- \_\_\_\_\_ 2. Course content as part of linked learning
- \_\_\_\_\_ 3. Classroom policies and procedures
- \_\_\_\_\_ 4. Jobs in health science & medical technology
- \_\_\_\_\_ 5. Promoting gender equity in field
- \_\_\_\_\_ 6. Cal/OSHA laws governing health info techs
- \_\_\_\_\_ 7. EPA legislation on health industry sector
- \_\_\_\_\_ 8. Proper disposal of hazardous waste materials
- \_\_\_\_\_ 9. Class/workplace first aid procedures
- \_\_\_\_\_ 10. Responsibilities for a safe workplace
- \_\_\_\_\_ 11. Safety test

### B. RESOURCE MANAGEMENT REVIEW (1 hr)

- \_\_\_\_\_ 1. Components of resource management
- \_\_\_\_\_ 2. Proper management of resources
- \_\_\_\_\_ 3. Examples of effective resource management
- \_\_\_\_\_ 4. Benefits of effective management
- \_\_\_\_\_ 5. Economic/environmental benefits & liabilities

### C. WORKERS' COMPENSATION INSURANCE (6 hrs)

- \_\_\_\_\_ 1. Define listed items related to topic
- \_\_\_\_\_ 2. Features of Workers' Comp Insurance
- \_\_\_\_\_ 3. Using appropriate insurance claim forms
- \_\_\_\_\_ 4. Exam on principles/data to complete forms

### D. STATE DISABILITY INSURANCE (6 hrs)

- \_\_\_\_\_ 1. Define listed items related to topic
- \_\_\_\_\_ 2. Features of SDI
- \_\_\_\_\_ 3. Demonstrate use of SDI forms
- \_\_\_\_\_ 4. Practical exam covering principles of SDI

### E. GROUP/PRIVATE INSURANCE (10 hrs)

- \_\_\_\_\_ 1. Define listed items related to topic
- \_\_\_\_\_ 2. Features of group/private insurance

- \_\_\_\_\_ 3. Group insurances vs. private insurances
- \_\_\_\_\_ 4. Group health insurance vs. disability insurance
- \_\_\_\_\_ 5. Using UCF-1500 & UB-92 & other forms
- \_\_\_\_\_ 6. Exam on group/private insurance claim forms

### F. MEDICARE (7 hrs)

- \_\_\_\_\_ 1. History of Medicare/Medicaid program
- \_\_\_\_\_ 2. Identify Medicare components
- \_\_\_\_\_ 3. Understand listed items related to topic
- \_\_\_\_\_ 4. Using appropriate Medicare claim forms
- \_\_\_\_\_ 5. Exam using Medicare claim forms

### G. MEDICAID AND MEDI/MEDI CROSSOVER (7 hrs)

- \_\_\_\_\_ 1. Define Medicaid, Medi-Cal, Medicare crossover
- \_\_\_\_\_ 2. Features of Medi-Cal
- \_\_\_\_\_ 3. Using appropriate claim forms
- \_\_\_\_\_ 4. Exam on correctly completing claims & forms

### H. MANAGED CARE (10 hrs)

- \_\_\_\_\_ 1. Define listed items related to topic
- \_\_\_\_\_ 2. HMOs, PPOs, EPOs, PCP & referral process
- \_\_\_\_\_ 3. Identify and use appropriate claim forms
- \_\_\_\_\_ 4. Exam on using/correctly completing claims

### I. TRICARE/CHAMPVA (7 hrs)

- \_\_\_\_\_ 1. Define listed items related to topic
- \_\_\_\_\_ 2. Aspects of TRICARE & CHAMPVA plans
- \_\_\_\_\_ 3. Identify and use appropriate claim forms
- \_\_\_\_\_ 4. Exam on using & correctly completing claims

### J. HEALTHCARE SOFTWARE II (30 hrs)

- \_\_\_\_\_ 1. Features of available healthcare software
- \_\_\_\_\_ 2. Passwords/confidentiality in workplace
- \_\_\_\_\_ 3. Electronic checks, electronic edit checks, rebills
- \_\_\_\_\_ 4. Create insurance claims/handling rebills
- \_\_\_\_\_ 5. Demonstrate various scheduling procedures

- \_\_\_\_\_ 6. Demonstrate various accounting procedures
- \_\_\_\_\_ 7. Exam on claim forms and billing software

**K. EMPLOYABILITY SKILLS REVIEW (3 hrs)**

- \_\_\_\_\_ 1. Employer needs in an employee
- \_\_\_\_\_ 2. Update list of potential employers
- \_\_\_\_\_ 3. Electronic social networking in job search
- \_\_\_\_\_ 4. Update sample resumes
- \_\_\_\_\_ 5. Filling out application legibly, w/accurate info
- \_\_\_\_\_ 6. Complete sample application forms correctly
- \_\_\_\_\_ 7. Importance of enthusiasm on job
- \_\_\_\_\_ 8. Importance of appropriate appearance on job
- \_\_\_\_\_ 9. Importance of continuous upgrading job skills
- \_\_\_\_\_ 10. Customer service to build relationships
- \_\_\_\_\_ 11. Demo appropriate interview techniques
- \_\_\_\_\_ 12. Materials/resources for successful interview
- \_\_\_\_\_ 13. Demo appropriate follow-up procedures