

ARIZONA WESTERN COLLEGE
SYLLABUS

MCB 160 REVENUE CYCLE MANAGEMENT PROCESS

Credit Hours: 3 Lec: 2 Lab: 2

PREREQUISITE: MCB 100

COURSE DESCRIPTION

This course is designed to give students an in-depth study of the revenue cycle management process. Students will explore each component of the revenue cycle process, which are payer reimbursement, patient access, documentation and charge capture, records completion and coding, and claims management. Students will be prepared to participate in revenue cycle management activities within the healthcare system.

1. COURSE GOAL

Students will gain an understanding of the revenue cycle management process.

2. OUTCOMES

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

- 2.1 Evaluate activities that may comprise the revenue cycle in the healthcare system.
- 2.2 Differentiate among essential personnel and departments that participate in revenue cycle management process.
- 2.3 Compare the essential revenue cycle data collected at patient assess points.
- 2.4 Differentiate between private and government reimbursement plans.
- 2.5 Assess the influence of quality management on healthcare facility's reimbursement.
- 2.6 Determine the influence of the case mix index (CMI) on a healthcare facility's reimbursement.
- 2.7 Determine the reliability of MS-DRG assignment for an inpatient case.
- 2.8 Solve common problems corresponding to the management of the master patient index (MPI).
- 2.9 Assess the influence of essential performance indicators on the financial success for a healthcare facility.
- 2.10 Formulate a correct physician query for documentation of discrepancies.
- 2.11 Advocate and suggest solutions to problems that arise when a bill is denied.
- 2.12 Evaluate the patient registration process for a healthcare facility.
- 2.13 Examine the different external regulating agencies and regulations and their influence on coding and reimbursement systems.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions
- 3.4 Reading Assignments

4. LEARNING ACTIVITIES

- 4.1 Assigned Readings
- 4.2 Assignments
- 4.2 Group Discussions

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school

- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course