



MDCA 1343- Medical Insurance Online

Course Syllabus: Fall 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: April Brannon

Office: UHS 103

Phone: 903-434-8131

Email: abrannon@ntcc.edu

Start Date: August 24, 2026

End Date: December 10, 2026

Credit Hours: 3

Weekday	Office Hours
Monday	Online
Tuesday	Online
Wednesday	Online
Thursday	Online
Friday	Online

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Course Description:

This course emphasizes medical office coding for payment and reimbursement by the patient or third-party payers for ambulatory care settings. Additional educational topics include managed healthcare, processing insurance claim forms, introduction to ICD-10 and CPT coding, reimbursement methodologies, and commercial insurance carrier requirements.

Prerequisite(s):

Student Learning Outcomes:

1. List the types of insurance plans and models of managed care and third-party plans (VIII.C.1a)
2. Describe the differences between liability, professional (malpractice), and personal injury insurance (X.C.8.a/b/c)
3. Describe information required to file third party claims and the steps for filing third party claims (VIII.C.1b,c)
4. Discuss meaningful use and explain meaningful use as it applies to EMR/EHRs (VI.C.12)
5. Describe how to use the most current HCPCS level II coding systems (IX.C.3)
6. Discuss and differentiate between fraud and abuse regarding coding and reimbursement (VIII.C.5)
7. Describe how to use the most current procedural coding system (IX.C.1)
8. Describe how to use the most current diagnostic coding classification system (IX.C.2)

9. Define and discuss the effects of upcoding and down coding (IX.C.4.a, b)
10. Define medical necessity as it applies to procedural and diagnostic coding (IX.C.5)
11. Complete the objectives related to each chapter of the textbook

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
15 %	Discussion Posts
50 5 %	Assignments
30 %	Final Exam

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %-89%	B
74.5 %-79%	C
0-74%	F

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the “announcements” section of BlackBoard. There are **NO** make-up exams and I do **NOT** accept late assignments! All assignment due dates are listed in the course calendar and under the description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension if this occurs. **Technology issues are not valid reasons for missing deadlines.** Please ensure that your computers are updated with the correct software. A list is available on the “Home Page” of our classroom of criteria and functionality needed for the MindTap learning platform. Course weeks close on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Drop Policy: The last day to drop with a grade of "W" is **Thursday, November 16, 2026.**

Grades will be posted online under **"My Grades"** in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4. MindTap grades will automatically post to your grade book after you have submitted the assignment. I do review tests and worksheet assignments for computer errors and may award credit for answers that I feel are correct.

I will log in to the course at least 4 times during the week to monitor the weekly **Discussion** area. Feedback will be provided in the **Discussion** area and/or in the **Announcements** area. Requests for more specific feedback may be made in the **Discussion** area or in the **Ask the Instructor** area. I will respond to at least one main post each week but will not usually respond to all posts. If you feel you are not receiving enough personal feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

Required Instructional Materials:

Understanding Health Insurance: A Guide to Billing and Reimbursement (2025) Green

Publisher: Cengage ISBN Number: 9798214113005

Minimum Technology Requirements:

To be successful in this online course, students must have consistent access to the following technology:

- **Computer or Laptop:** A reliable desktop or laptop computer (Windows or Mac). Mobile devices (phones/tablets) may not support all features required for coursework and are not recommended as a primary device.
- **Internet Access:** Stable, high-speed internet connection capable of streaming videos and completing online assignments without interruption.
- **Web Browser:** The most recent version of a supported browser such as Google Chrome, Mozilla Firefox, or Microsoft Edge.
- **Cengage MindTap Access:** Students are required to purchase and maintain active access to Cengage MindTap for assignments, coursework, and learning materials.
- **Microsoft Teams:** Access to Microsoft Teams for course communication, announcements, and possible virtual meetings.
- **Email Account:** A regularly monitored email account for official course communication.
- **Software Capabilities:** Ability to view and create documents such as PDFs and Microsoft Word files.
- **Basic Computer Skills:** Students should be able to navigate the internet, upload/download files, participate in online discussions, and use course platforms independently.

Students are responsible for ensuring their technology meets these requirements throughout the course. Technical difficulties, including lack of proper equipment or internet access, are not considered valid excuses for missed assignments or deadlines.

Required Computer Literacy Skills:

X

Course Structure and Overview:

Along with your text books for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

Discussion Questions (DQs): You will have one DQ due each week. Your initial response to the DQ is due by Day 2 (minimum word count of 50 words). You are required to respond to your instructor and at least two of your peers as this is an open forum and we often learn from each other's posts. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, citation and referencing, and punctuation as correct use of written communication is important. I also require that you cite and reference your information. I have posted basic information for use of APA formatting under the "Start Course Here" tab. Your responses must be paraphrased in your own words. DO NOT COPY/PASTE from the Internet as this is plagiarism. Please see the section regarding "Academic Dishonesty."

MindTap Assignments: All of the following assignments are performed through the MindTap Learning Platform and are due by Day 7 of each week. Please check the weekly schedule for the list of MindTap assignments due for the specific week.

Case Studies: Due by Day 7 of each week. These consist of reading a scenario and writing a critical thinking summary

Chapter Reviews: Due by Day 7 of each week and consist of coding diseases and procedures for submission to insurance companies.

Chapter Quizzes: Due by Day 7 of each week.

Final Comprehensive Exam: This exam will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted in week of class.

All assignments are expected to be submitted by the posted due date. Students who are unable to meet a deadline must contact the instructor as soon as possible to discuss their situation.

Requests to submit late work will be considered on a case-by-case basis and are not guaranteed. Approval of late assignments is at the discretion of the instructor. Failure to communicate prior to the deadline may result in the assignment not being accepted.

If a late submission is approved, specific instructions and any applicable penalties will be provided by the instructor.

Communications:

Since this is an online course and we do not interact face-to-face, effective communication within the online environment is essential. Please read “The Core Rules of Netiquette” posted under “START HERE.”

Microsoft Teams will be our primary method of communication for this course. All announcements, updates, and general communication will be shared through Teams, so it is important that you check it regularly.

If you have questions regarding course content or class-related topics, please post them in the “Ask the Instructor” forum located under “START HERE” or within “DISCUSSIONS.” This allows all students to benefit from the information shared.

If you have a personal question or situation, please contact me directly via email. I make it a policy to respond to all emails within 24 hours. If you do not receive a response within that time, please send a follow-up text, as technical issues can occasionally prevent message delivery.

I log in to our course and Teams frequently throughout the week. If I will be unavailable at any time during the semester, I will post an announcement in Teams.

It is important to regularly check Microsoft Teams, your Blackboard course email, Discussions, Announcements, and the Ask the Instructor forum. Classmates may share helpful insights, and I may provide important updates to support your success.

Private communication between student and instructor should be conducted through email or direct message in Teams for confidential matters. Personal or sensitive information should never be posted in public discussion areas.

Please feel free to use the Class Biography forum to introduce yourself and engage in conversations not directly related to course content. This is a great way to connect with your classmates in the online environment.

Institutional/Course Policy:

To ensure you have all key information available to you off-line, it is highly recommended that you print the student syllabus and course calendar for your reference.

Attendance:

This is an online course - there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday - Day 1
Tuesday - Day 2
Wednesday - Day 3
Thursday - Day 4
Friday - Day 5
Saturday - Day 6
Sunday - Day 7

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model].

<https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

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