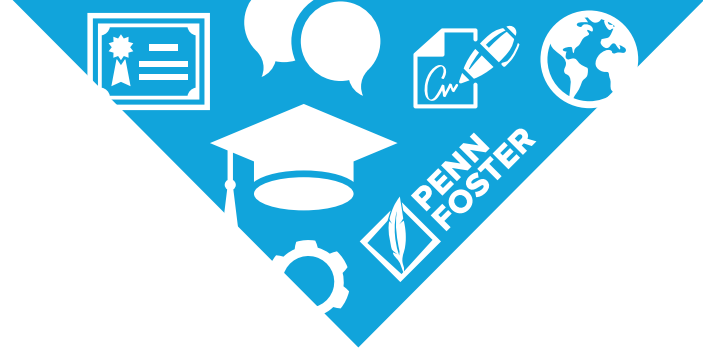# Medical Billing and Coding

PROGRAM OUTLINE

PROGRAM GOAL AND OUTCOMES

Program Goal

To prepare students for an entry-level career as a medical coder.

Program Outcomes	Courses	Evidence of Learning
Apply CPT, ICD-10, and HCPCS coding guidelines to identify diagnoses, procedures, and patient medical records	ALH029: Medical Billing and Health Insurance	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project
	HIT204: Intermediate Medical Coding	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam
Identify the procedures for patient record retrieval and reimbursement	ALH029: Medical Billing and Health Insurance	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project
	HIT204: Intermediate Medical Coding	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam
Explain the role of a medical coder as a liaison between the health clinician and billing offices	HIT100: Introduction to Allied Health	Multiple-choice lesson exams
	ALH029: Medical Billing and Health Insurance	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project

Apply computer and information literacy skills using electronic health records software	BUS090: Medical Office Procedures	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam
Identify terms, facts, methods, procedures, concepts, theories, principles, and processes within medical billing and coding scenarios	HIT100: Introduction to Allied Health	Multiple-choice lesson exams
	ALH028: Law, Ethics, and Confidentiality in Allied Health	Multiple-choice lesson exams
	ALH016: Body Systems and Medical Terminology 1	Multiple-choice lesson exams
	ALH017: Body Systems and Medical Terminology 2	Multiple-choice lesson exams
	ALH021: Pathology and Pharmacology	Multiple-choice lesson exams
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project
Classify relationships among data and items within medical billing and coding scenarios	ALH016: Body Systems and Medical Terminology 1	Multiple-choice lesson exams
	ALH017: Body Systems and Medical Terminology 2	Multiple-choice lesson exams
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project
	HIT204: Intermediate Medical Coding	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam
Recognize laws and theories, including issues relating to ethics and confidentiality	ALH028: Law, Ethics, and Confidentiality in Allied Health	Multiple-choice lesson exams
Calculate solutions to mathematical problems related to reimbursement and medical mathematics	BUS090: Medical Office Procedures	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam

Interpret information to make proper coding decisions	ALH016: Body Systems and Medical Terminology 1	Multiple-choice lesson exams
	ALH017: Body Systems and Medical Terminology 2	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, graded project
	ALH029: Medical Billing and Health Insurance	Multiple-choice lesson exams
	HIT203: Basic Medical Coding	Multiple-choice lesson exams, graded project
	HIT204: Intermediate Medical Coding	Multiple-choice lesson exams, graded project
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam
Review basic written and workplace communication skills	BUS090: Medical Office Procedures	Multiple-choice lesson exams
	HIT215: Billing and Coding Professional Certification Exam Review	Multiple-choice lesson exams, graded project, sample certification exam

PROGRAM STRUCTURE

HIT100: Introduction to Allied Health

| Lesson 1 | **Starting Your Program** |
| Lesson 2 | **Introduction to Allied Health** |

ALH028: Law, Ethics, and Confidentiality in Allied Health

Lesson 3	**Law in Allied Health**
Lesson 4	**Ethics in Allied Health**
Lesson 5	**Confidentiality in Allied Health**

ALH029: Medical Billing and Health Insurance

| Lesson 6 | **Reimbursement Methodologies** |
| Lesson 7 | **Comprehensive Health Insurance** |

BUS090: Medical Office Procedures

Lesson 8	**Basic Math in Allied Health**
Lesson 9	**Basic Grammar in Allied Health**
Lesson 10	**Professional Communications**
Lesson 11	**Basic Word and Excel**

ALH016: Body Systems and Medical Terminology 1

Lesson 12	**Introduction to Medical Terminology**
Lesson 13	**Cardiovascular and Hematologic Systems**
Lesson 14	**Respiratory and Endocrine Systems**
Lesson 15	**Gastrointestinal, Urinary, and Reproductive Systems**

ALH017: Body Systems and Medical Terminology 2

Lesson 16	**Integumentary and Musculoskeletal Systems**
Lesson 17	**Sensory Organs and Nervous System**
Lesson 18	**Immune System, HIV, and Cancer**

ALH021: Pathology and Pharmacology

Lesson 19	**Introduction to Pharmacology**
Lesson 20	**Pharmacology**
Lesson 21	**Introduction to Pathology**
Lesson 22	**Pathology**

HIT130: Electronic Medical Records

Lesson 23	**Electronic Health Records and Security**
Lesson 24	**Administrative and Clinical Use of the EHR**
Lesson 25	**Reimbursement and Personal Health Records**
Lesson 26	**Final Examination**
Lesson 27	**Electronic Medical Records Graded Project**
Textbook and Simulation	*The Electronic Health Record for the Physician's Office with SimChart for the Medical Office*

HIT203: Basic Medical Coding

Lesson 28	**Introduction to Coding**
Lesson 29	**Diagnosis Coding with ICD-10-CM**
Lesson 30	**Specific Guidelines for Using ICD-10-CM**
Lesson 31	**Procedure Coding with ICD-10-PCS**
Lesson 32	**HIT203 Graded Project**
Textbook	*Step-by-Step Medical Coding*
Textbook	*ICD-10-CM*

HIT204: Intermediate Medical Coding

Lesson 33	**Introduction to CPT Coding**
Lesson 34	**Evaluation and Management and Anesthesia Coding**
Lesson 35	**Surgical CPT Coding, Part 1**
Lesson 36	**Surgical CPT Coding, Part 2**
Lesson 37	**Surgical CPT Coding, Part 3**
Lesson 38	**HIT204 Graded Project**
Textbook	*CPT*
Textbook	*HCPCS Level II*

HIT215: Billing and Coding Professional Certification Exam Review

Lesson 39	**Anatomy, Terminology, and Pathophysiology**
Lesson 40	**HCPCS Coding and Reimbursement Issues**
Lesson 41	**CPT Coding**
Lesson 42	**ICD-10-CM**
Lesson 43	**Post-Exam**
Lesson 44	**HIT215 Final Exam**
Textbook	*Physician Coding Exam Review*

COURSE DESCRIPTIONS AND OBJECTIVES

HIT100: Introduction to Allied Health

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. This course will also introduce you to healthcare, the healthcare industry in the United States, and the roles that healthcare workers play in that industry.

By the end of this course, you'll be able to:

- Identify skills needed to be a confident and independent online learner
- Describe the United States health care industry and the professional roles within it

ALH028: Law, Ethics, and Confidentiality in Allied Health

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

By the end of this course, you'll be able to:

- Interpret civil and criminal laws related to healthcare
- Assess ethical issues healthcare professionals face today
- Analyze confidentiality laws and regulations

ALH029: Medical Billing and Health Insurance

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding, and the internal audit process. Finally, the course explains the fundamentals and types of health insurance and provides test preparation for the certification exam.

By the end of this course, you'll be able to:

- Discuss various reimbursement methodologies and payment systems
- Define health insurance

BUS090: Medical Office Procedures

This course is designed to help you develop professional relationships in the workplace and professionally administer and manage office communications and procedures. It also provides a review of basic math operations, along with a basic introduction to working with Word and Excel.

By the end of this course, you'll be able to:

- Apply knowledge of basic arithmetic skills to complete math related tasks in an office setting
- Identify how to create professional business correspondences
- Recognize effective communication techniques in an office setting
- Describe how to use Word and Excel to complete business related tasks

ALH016: Body Systems and Medical Terminology 1

This course will familiarize you with various body systems including medical terms, structure, function, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

By the end of this course, you'll be able to:

- Define medical terms and regions and structures of the body by analyzing medical terms

- Identify the anatomy, physiology, diseases, and treatments of the cardiovascular and hematologic systems

- Identify the anatomy, physiology, diseases, and treatments of the respiratory and endocrine systems

- Identify the anatomy, physiology, diseases, and treatments of the gastrointestinal, urinary, and reproductive systems

ALH017: Body Systems and Medical Terminology 2

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

By the end of this course, you'll be able to:

- Identify the anatomy, physiology, and diseases and treatments of the integumentary and musculoskeletal systems

- Identify the anatomy, physiology, and diseases and treatments of the sensory and nervous systems

- Identify the anatomy, physiology, and diseases and treatments of the immune system

ALH021: Pathology and Pharmacology

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

By the end of this course, you'll be able to:

- Describe four subdivisions of pharmacology: pharma codynamics, pharmacokinetics, pharmaco-therapeutics, and toxicology

- Identify different drug classifications, including vitamins and minerals, which a patient may take for a variety of health conditions

- Explain causes of infection, disease, and techniques used to stop the spread of infectious disease

- Explain basic etiology of common diseases and conditions

HIT130: Electronic Medical Records

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology and apply this information to enter patient charges and payments.

By the end of this course, you'll be able to:

- Describe the contents of the Electronic Health Record, application of SimChart for the Medical Office, and security, privacy, and confidentiality associated with medical records

- Explain the administrative and clinical roles in the medical office and functions within the EHR that are utilized routinely in these roles

- Describe the billing and reimbursement process and the use of both patient portals and personal health records in continuity of patient care

- Complete simulated health records in SimCharts

HIT203: Basic Medical Coding

Your first course begins with an overview of coding concepts, terms, and procedures. You'll start by exploring the history of the ICD-10 coding system. You'll code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You'll finish your course by learning how to code procedures in the ICD-10-PCS, rounding out your training in the basics of coding with ICD-10.

By the end of this course, you'll be able to:

- Describe the layout and purpose of the ICD-10-CM coding manual

- Explain how to use the ICD-10-CM to assign codes for medical diagnoses

- Summarize the guidelines for coding physiologic conditions involving different organ systems

- Identify the purpose of the ICD-10-PCS and how it's used

- Assign diagnosis and procedure codes using the ICD-10 coding manuals

HIT204: Intermediate Medical Coding

In this course, you'll concentrate on the diagnoses or procedures that don't seem to fit into any specific coding category. You'll also learn about general coding guidelines for inpatient and outpatient procedures and physician office coding using CPT, HCPCS Level I, and HCPCS Level II procedure coding.

By the end of this course, you'll be able to:

- Assign codes for services and procedures using CPT and HCPCS Level II

- Outline the procedure for assigning codes from the E/M and Anesthesia sections of CPT

- Outline the types of services and procedures described in the CPT

- Explain the types of procedures coded in the hemic, lymphatic, digestive, reproductive, and urogenital systems

- Describe the procedures coded in the endocrine, nervous, ocular, auditory, radiology, pathology, and medicine sections of the CPT

- Assign CPT and HCPCS codes for physician procedures and services

HIT215: Intermediate Medical Coding

This course will prepare you to sit for a certification exam to become a professional coder. You'll review all of the domains that will be covered on the test, and you'll take practice coding exams to simulate the test-taking experience.

By the end of this course, you'll be able to:

- Describe the anatomy, terminology, and pathophysiology of various body systems
- Code for rendered services using the CPT manual
- Explain the use of HCPCS codes and how to prevent reimbursement issues
- Code for diagnoses using the ICD-10-CM manual
- Assess your knowledge of medical coding by taking a sample certification Post-Exam
- Demonstrate mastery of medical coding by completing a sample certification exam

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.