Medical Billing and Coding (No longer Enrolling in this program)

Credential Awarded	**Diploma**
Contact Hours	**780**
Program Quarter Credits	**46**
Instructional Weeks	**36**
Total Clock Hours	**including Out-of-Class Work Hours: 975**
Mode of Delivery	**Residential**

Objective

The medical billing and coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in healthcare industry have all contributed to a growing need for well-trained individuals to enter the medical billing and coding profession. The objective of the diploma program in Medical Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

Description

The Medical Billing and Coding diploma program prepares students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include use of the CMS 1500 form, ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Students in their final quarter are eligible to take National Health career Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam. Criminal convictions may affect a student's ability to be certified or registered.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical billers performing the medical billing, coding and insurance processing techniques, and front office duties described above.

Plan of Study

Course Code	Name	Clock Hours	Credits	Quarter Credits
AHP101	Introduction to Health Professions	60	0	4
AHP105	Medical Terminology	60	0	4
AHP106	Medical Anatomy and Physiology	60	0	4
MOA110	Medical Office Procedures	60	0	4

MOA115	Medical Records and Insurance	60	0	4
MOA120	Electronic Health Records	60	0	4
MOA130	Bookkeeping in the Medical Office	60	0	4
MBC110	Procedural and Diagnostic Coding	60	0	4
MBC115	Hospital, Surgical, and Medical Coding	60	0	4
MBC125	Reimbursement Methods and Procedures	60	0	4
MBC190	Externship	180	0	6

Schedule

Morning: Monday through Thursday 9:00 a.m. - 2:00 p.m.
Required externship hours may be scheduled outside of typical class sessions.
Externship hours will be available during typical office hours. Hours are subject to change.

Course Descriptions

AHP101 : Introduction to Health Professions

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP105 : Medical Terminology

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words, and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**

Prerequisites	**None**

AHP106 : Medical Anatomy and Physiology

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology, which is the foundation for a career in health professions.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA110 : Medical Office Procedures

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA115 : Medical Records and Insurance

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA120 : Electronic Health Records

Students will obtain working knowledge of the fundamentals of an electronic health records (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing, and coding principles along with encoder activities will be discussed.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA130 : Bookkeeping in the Medical Office

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.

Quarter Credits	**4**
Clock Hours	**60**
Prerequisites	**MOA115**

MBC110 : Procedural and Diagnostic Coding

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-10-CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines for ICD-10- CM, Volumes I and II. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MBC115 : Hospital, Surgical, and Medical Coding

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MBC125 : Reimbursement Methods and Procedures

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

Quarter Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**MOA115**

MBC190 : Externship

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first- hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Quarter Credits	**6**
Clock Hours	**180**
Externship Hours	**180**
Prerequisites	**Successful completion of all preceding program courses**