Medical Billing and Coding Program Overview

The Medical Billing and Coding program prepares students for entry-level employment as a medical billing and/or coding clerk. It discusses the fundamentals of medical terminology, pharmacology, insurance billing and coding, medical office practice, professional development, medicolegal ethics, English usage, and finding a job in healthcare.

Program Objectives

- To define and explain different learning styles and learning strategies.
- To identify the parts of a computer and explain how technology is used in the office.
- To identify common word elements in medical terms.
- To identify common medical terms related to the organization of the body and the various body systems.
- To analyze medical terms to determine their meaning.
- To identify the parts of speech, the parts of sentences, and sentence type.
- To demonstrate correct English usage by choosing the correct part of speech in a sentence.
- To evaluate written communications to identify problems and suggest solutions.
- To explain and identify types of health insurance.
- To understand the life cycle of an insurance claim.
- To demonstrate an understanding of ICD-9-CM, ICD-10, HCPCS II, and CPT coding.
- To study medical office procedures.
- To evaluate resumes and cover letters to identify problems and offer solutions.
- To consider ways to proactively search for work as a healthcare professional.
Program Outline

Unit I: Blackstone’s Skills for Success
  Chapter 1: Discover How You Learn
  Chapter 2: Find a Place to Study
  Chapter 3: Learn How to Study
  Chapter 4: Keyboarding

Unit II: Introduction to Computers, Keyboarding, and Office Technology
  Chapter 1: Introduction to Computers
  Chapter 2: The Internet
  Chapter 3: Other Types of Office Technology

Unit III: Anatomy and Medical Terminology 1: An Introduction
  Chapter 1: Basic Elements of Medical Terms
  Chapter 2: Prefixes
  Chapter 3: Roots and Suffixes
  Chapter 4: Body Structure

Unit IV: Anatomy and Medical Terminology 2
  Chapter 5: The Skeletal System
  Chapter 6: The Muscular System
  Chapter 7: The Integumentary System
  Chapter 8: The Respiratory System

Unit V: English Usage and Written Communication
  Chapter 1: Parts of Speech
  Chapter 2: Parts of a Sentence
  Chapter 3: Pronouns, Verbs, and Agreement
  Chapter 4: Sentence Types and Punctuation
  Chapter 5: Written Communications
Unit VI: Anatomy and Medical Terminology

Chapter 9: The Cardiovascular System
Chapter 10: The Urinary System
Chapter 11: The Digestive System
Chapter 12: The Nervous System

Unit VII: Anatomy and Medical Terminology

Chapter 13: The Endocrine System
Chapter 14: Eyes and Ears
Chapter 15: Blood, Lymphatic, and Immune Systems
Chapter 16: The Reproductive System

Unit VIII: Introduction to Pharmacology

Chapter 1: Consumer Safety and Drug Relations
Chapter 2: Drug Names and References
Chapter 3: Sources and Bodily Effects of Drugs
Chapter 4: Medication Preparations and Supplies
Chapter 5: Abbreviations and Systems of Measurement

Unit IX: Professional Development and Medicolegal Ethics

Chapter 1: Professional Development
Chapter 2: Medicolegal Ethics
Chapter 3: HIPAA for the Allied Healthcare Worker

Unit X: Introduction to Insurance and Coding

Chapter 1: Role of an Insurance Billing Specialist
Chapter 2: Compliance, Privacy, and Abuse in Insurance Billing
Chapter 3: Basics of Health Insurance
Chapter 4: Medical Documentation and the Electronic Health Record
Chapter 5: Diagnostic Coding
Chapter 6: Procedural Coding
Unit XI: Introduction to Insurance and Coding 2
  Chapter 7: The Paper Claim CMS-1500 (02-12)
  Chapter 8: The Electronic Claim
  Chapter 9: Receiving Payments and Insurance Problem Solving
  Chapter 10: Office and Insurance Collection Strategies
  Chapter 11: The Blue Plans, Private Insurance, and Managed Care Plans
  Chapter 12: Medicare
  Chapter 13: Medicaid and Other State Programs

Unit XII: Introduction to Insurance and Coding 3
  Chapter 14: TRICARE and Veterans Health Care
  Chapter 15: Workers’ Compensation
  Chapter 16: Disability Income Insurance & Disability Benefit Programs
  Chapter 17: Hospital Billing
  Chapter 18: Seeking a Job and Attaining Professional Advancement

Unit XIII: Medical Office Practice 1
  Chapter 1: Introduction to Health Information Technology and Medical Billing
  Chapter 2: Introduction to Medisoft
  Chapter 3: Scheduling
  Chapter 4: Entering Patient Information
  Chapter 5: Working with Cases

Unit XIV: Medical Office Practice 2
  Chapter 6: Entering Charge Transactions and Patient Payments
  Chapter 7: Creating Claims
  Chapter 8: Posting Payments and Creating Patient Statements
  Chapter 9: Creating Reports
  Chapter 10: Collections in the Medical Office

Unit XV: Medical Office Practice 3
  Chapter 11: Appointments and Registration
  Chapter 12: Cases, Transactions, and Claims
  Chapter 13: Reports and Collections
  Chapter 14: Putting it all Together
Unit XVI: Practical Applications of Coding 1

Chapter 1: Reimbursement, HIPAA, and Compliance
Chapter 2: An Overview of ICD-10-CM
Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines
Chapter 4: Using ICD-10-CM
Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)
Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)
Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)
Chapter 8: An Overview of ICD-9-CM
Chapter 9: ICD-9-CM Outpatient Coding and Reporting Guidelines
Chapter 10: Using ICD-9-CM
Chapter 11: Chapter-Specific Guidelines (ICD-9-CM Chapters 1-8)
Chapter 12: Chapter-Specific Guidelines (ICD-9-CM Chapters 9-17)
Chapter 13: Introduction to the CPT and Level II National Codes
Chapter 14: Modifiers
Chapter 15: Evaluation and Management (E/M) Services

Unit XVII: Practical Applications of Coding 2

Chapter 16: Anesthesia
Chapter 17: Surgery Guidelines and General Surgery
Chapter 18: Integumentary System
Chapter 19: Musculoskeletal System
Chapter 20: Respiratory System
Chapter 21: Cardiovascular System
Chapter 22: Hemic, Lymphatic, Mediastinum, and Diaphragm
Chapter 23: Digestive System
Chapter 24: Urinary and Male Genital Systems
Chapter 25: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
Chapter 26: Endocrine and Nervous Systems
Chapter 27: Eye, Ocular Adnexa, Auditory, and Operating Microscope
Chapter 28: Radiology
Chapter 29: Pathology/Laboratory
Chapter 30: Medicine
Chapter 31: Inpatient Coding

Unit XVIII: How to Find a Job in Healthcare
Chapter 1: Job Search Correspondence
Chapter 2: The Job Search
Chapter 3: Job Interviews