



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 3

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 4

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 1

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