# Medical Billing & Coding

The Medical Billing and Coding program prepares students for entry-level employment as a medical billing and/or coding specialist. It includes the fundamentals of medical terminology, pharmacology insurance billing and coding, professional development, medicolegal ethics, English usage, and finding a job in healthcare. Our program comes with access to Optum360 Encoder Pro Expert, a database where the student can easily search and reference all the newest updates of the complete ICD-9 and ICD-10-CM, HCPCS II, and CPT coding manuals. In addition, students may access free online Encoder Pro training to learn to navigate the program and use all the available features. This program also provides online simulation exercises for the Medisoft practice management system.

# The Medical Billing & Coding program prepares students for entry-level employment as a Medical Biller and Coder

There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor Kara, please email instructor@blackstone.edu. Any general questions, please email info@blackstone.edu.

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.

# The program is broken down into 18 study units. All course material is included in your tuition.

Our graduates are eligible upon completion of their Medical Billing and Coding course to sit for national certification through these organizations.

Graduates of Blackstone's Medical Billing and Coding online courses are qualified to sit for the Certified Coding Associate (CCA) exam administered by the American Health Information Management Association (AHIMA), Certified Medical Reimbursement Specialist (CMRS) exam from the American Billing Association (AMBA), and the Certified Professional Coder (CPC) exam by the American Academy of Professional Coders (AAPC).

Our online Medical Billing & Coding Program is Nationally and Regionally Accredited through the DEAC and MSA.

It is important to check with the state licensing board or similiar regulatory body in the state you plan to work in.

# What you receive with your program

Your program consists of eighteen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.

### Optum360 EncoderPro.com Expert

This resource provides online access to a powerful search application for all CPT®, HCPCS Level II, ICD-9-CM, and ICD-10-CM and PCS code sets as well as Optum360 and Medicare coding guidelines to ensure coding accuracy, improve billing performance, and reduce rejected claims. Complimentary monthly updates let you code confidently throughout the year. (CPT is a registered trademark of the American Medical Association).

### Stedman's Medical Dictionary for the Health Professions and Nursing Online

Defining more than 56,000 terms, Stedman's provides clear definitions used in nursing and allied health professions – a valuable resource that enhances your medical billing and coding online training. You will have one year of online access to this reference, which includes audio pronunciations, images, and nearly 50 videos presenting anatomy in motion. Textbook: Stedman's Medical Dictionary for the Health Professions and Nursing Online. ISBN: 978-1608316922.
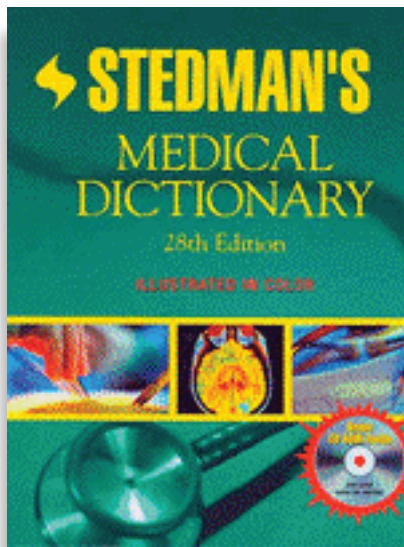
# What you receive with your program

Your program consists of eighteen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.

## Computers in the Medical Office

The e-book Computers in the Medical Office provides a hands-on approach to learning one of the most popular medical office billing and practice management software packages available. The e-book comes with online access to a MediSoft V19 simulated practice program enabling you to practice your skills using the same software used on the job. Textbook: Computers in the Medical Office, by Susan Sanderson. ISBN: 9780078138621.

## Insurance Handbook for the Medical Office

Included in Blackstone's Medical Billing and Coding Certificate program is this comprehensive e-book that serves as a fantastic source for teaching the subject of health insurance and reimbursement, covering health care, legal and regulatory issues, medical coding systems, reimbursement methodologies, coding for medical necessity, and common health insurance plans. Textbook: Insurance Handbook for the Medical Office, by Marilyn T. Fordney. ISBN: ISBN: 9781455733255.

# What you receive with your program

Your program consists of eighteen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.

### Essentials of Pharmacology for Health Occupations

This e-book introduces you to pharmacological terminology; common drug classes, forms, dosages and routes of administration; abbreviations and symbols; and systems of measurement. Textbook: Essentials of Pharmacology for Health Occupations, by Ruth Woodrow. ISBN: 9781435480339.

### Step by Step Medical Coding

This comprehensive medical coding text is written by educators and experienced coders to help learners master the complexities of medical coding. This expanded edition addresses a variety of medical specialties including dermatology, cardiology, primary care, and orthopedics, and tackles the common coding problems encountered in the real world. Medical coding exercises provide practice for learners and enable them to test their knowledge, helping to round out your medical billing and coding online training. Textbook: Step by Step Medical Coding, by Carol J. Buck. ISBN: 9780323389198.

# Program Goals & Objectives

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Analyze medical terms to determine their meaning
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Evaluate written communications to identify problems and suggest solutions
- Compare and contrast types of health insurance
- Examine the life cycle of an insurance claim
- Demonstrate the use of online coding software
- Apply the correct ICD-10, HCPCS II, and CPT codes to sample cases
- Practice medical office procedures
- Compose effective resumes and cover-letters
- Consider ways to proactively search for work as a healthcare professional

# Blackstone's Skills for Success

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson. **You will receive access to the Blackstone Typing Tutor.**

# Introduction to Computers, Keyboarding and Office Technology

Lesson 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

## Anatomy and Medical Terminology 1: An Introduction

### Unit 3

This lesson begins your study of medical terminology. The lesson explains how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms. **You will receive access to the e-book for Stedman's Medical Dictionary for the Health Professions and Nursing Online.**

## Anatomy and Medical Terminology 2

### Unit 4

In this lesson, you will study four of the body systems—skeletal, muscular, integumentary (skin), and respiratory—and the relevant medical terms and abbreviations, as well as common injuries and diseases..

# English Usage and Written Communication   Unit 5

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and finally sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; plus valuable tips for business communication.

# Anatomy and Medical Terminology 3   Unit 6

This lesson covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, including the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.

# Anatomy and Medical Terminology 4 <span>Unit 7</span>

This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

# Introduction to Pharmacology <span>Unit 8</span>

In Lesson 8, you will learn about pharmacology. This lesson covers consumer safety and drug regulations, drug laws, the FDA, DEA, and laws affecting healthcare workers. Also, drug names and references are discussed, along with drug classifications, legal terms, terms indicating drug actions, and drug cards. Drug sources and bodily effects of drugs will be explored as well as the way drugs are processed by the body. You will be introduced to medication preparation and supplies, standard drug forms and supplies, abbreviations, and systems of measurement. **You will receive access to the e-book for Essentials of Pharmacology for Health Occupations.**

# Professional Development and Mediocolegal Ethics

## Unit 9

In Lesson 9, you will read about professional development and medicolegal ethics. Attitude, self-esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality is explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, de-identified information, and work area security.

# Introduction to Insurance Billing and Coding 1

## Unit 10

Lesson 10 begins your study of insurance billing and coding procedures. In this lesson, you will learn about the roles and responsibilities of the health insurance specialist, employment opportunities, and basic skill requirements. You will develop a basic understanding of managed healthcare and its effect on administrative procedures in a physician's office. You will follow the life cycle of an insurance claim, and read about the legal and regulatory considerations. Access to coding manuals (ICD-9, ICD-10, HCPCS II, and CPT) through Optum360 Encoder Pro. **You will receive access to the e-book for the Insurance Handbook for the Medical Office, as well as the Optum 360 Encoder Pro.**

## Introduction to Insurance Billing and Coding 2

## Unit 11

In Lesson 11, you will learn about the CPT and HCPCS Coding Systems, CMS reimbursement issues, the Medicare fee schedule and CMS regulations that impact reimbursement. Coding from source documents is covered and CPT/HCPCS billing considerations are also covered. Essential CMS 1500 claim form instructions are given along with general billing and reporting guidelines. Commercial claims are also discussed.

## Introduction to Insurance Billing and Coding 3

## Unit 12

Lesson 12 covers Medicare, Medicaid, TRICARE and workers' compensation. The OSHA Act of 1970 is covered and claim instructions are discussed. Hospital billing and attaining a professional position in the field are also touched upon.

# Medical Office Practice 1

This lesson prepares students to start using MediSoft by introducing medical informatics, as well as the use of computers and computer information technology in healthcare. The Windows environment is covered, since it is important to be familiar with Windows terminology to fully utilize MediSoft. You will learn about the various uses of MediSoft, the MediSoft and Office Hours toolbars, and scheduling appointments using the Appointment Book. Access to online simulation exercises with MediSoft 19 is included so you can practice navigating and using the program. **You will receive access to the e-book Computers in the Medical Office and Elsevier: Evolve Simulation Exercise.**

# Medical Office Practice 2

In this lesson you will learn how to enter, edit and save patient files and cases, as well as print reports on patient and case information. This lesson describes how to enter, edit and apply payments and charges, create and print claims, check the status of claims, and print a Deposit List report. You will also discover the process of submitting electronic claims, the information needed for an electronic claim, and the differences between paper and electronic claims.

## Medical Office Practice 3

This lesson is a series of online exercises and Medisoft simulations designed to increase familiarity and skill with the program.

## Practical Application of Coding 1

In Lesson 16, you will study coding procedures. You will learn how to use ICD-9-CM and ICD-10-CM, HCPCS Level II and CPT coding are also discussed, as well as CPT Evaluation and Management (E/M) guidelines. Anesthesia and general surgery codes, integumentary system codes, and orthopedic system codes are also covered. **You will receive access to the e-book Step-by-Step Medical Coding.**

## Practical Application of Coding 2

<span style="color:#f5c518">Unit 17</span>

Lesson 17 continues the study of coding applications in a variety of areas like cardiology, OB/GYN, radiology, pathology, laboratory, and medicine. Inpatient hospital-based coding is also covered.

## How to Find a Job in Healthcare

<span style="color:#f5c518">Unit 18</span>

Lesson 18 focuses on finding a job in the healthcare field. Learn about job search correspondence such as writing resumes and cover letters, and how to conduct a job search including networking, online searches, and proactive job search techniques. You will learn how to prepare for an interview, including what to wear, what to expect, common questions that you might be asked, questions that you should ask, and how to follow up after an interview.