

# MEDICAL BILLING & CODING PROGRAM OUTLINE



# PROGRAM OVERVIEW

**The Medical Billing & Coding program prepares students for entry-level employment as a Medical Billing and/or Medical Coding professional in a medical office, clinic, or hospital. It includes 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.**



**Through our partnership with the American Academy of Professional Coders (AAPC), Blackstone's Medical Billing and Coding program includes a voucher for the Certified Professional Coder (CPC®) exam, AAPC Practicode course, and a membership to the AAPC.**

**Those passing the CPC® examination earn the credential, CPC-A. When the CPC-A (apprentice) is ultimately combined with two year of practical coding experience, you'll earn the full CPC® designation**

# PROGRAM OUTLINE

- Unit 1 | Blackstone's Skills for Success**
- Unit 2 | Introduction to Computers, Keyboarding and Office Technology**
- Unit 3 | Anatomy and Medical Terminology 1: An Introduction**
- Unit 4 | Anatomy and Medical Terminology 2**
- Unit 5 | English Usage and Written Communication**
- Unit 6 | Anatomy and Medical Terminology 3**
- Unit 7 | Anatomy and Medical Terminology 4**
- Unit 8 | Introduction to Pharmacology**
- Unit 9 | Professional Development and Medicolegal Ethics**
- Unit 10 | Introduction to Insurance Billing and Coding 1**
- Unit 11 | Introduction to Insurance Billing and Coding 2**
- Unit 12 | Introduction to Insurance Billing and Coding 3**
- Unit 13 | Practical Application of Coding 1**
- Unit 14 | Practical Application of Coding 2**
- Unit 15 | Practical Application of Coding 3**
- Unit 16 | Practical Application of Coding 4**
- Unit 17 | Practical Application of Coding 5**
- Unit 18 | How to Find a Job in Healthcare**

# Blackstone's Skills for Success

## UNIT 1



In this unit, 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 unit. You will receive access to the Blackstone Typing Tutor.

# Introduction to Computers, Keyboarding and Office Technology

## UNIT 2

Unit 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this unit, 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 unit begins your study of medical terminology. The unit 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 unit 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 unit, 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 unit, 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 unit 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 unit 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

## UNIT 7



This final anatomy and medical terminology unit 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 unit discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems.

# Introduction to Pharmacology

## UNIT 8

In unit 8, you will learn about pharmacology. This unit 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 Medicolegal Ethics

## UNIT 9



In unit 9, you will read about professional development and medicolegal ethics. Attitude, self-esteem, professional attire, and grooming are all topics presented in this unit. 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 unit. This unit also presents the HIPPA 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

Unit 10 begins your study of insurance billing and coding procedures. In this unit, 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. You will receive AAPC coding manuals (ICD-10, HCPCS II, and CPT). You will receive access to the e-book for Fordney's Medical Insurance.



# Introduction to Insurance Billing and Coding 2

## UNIT 11



In unit 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

Unit 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.

# Practical Application of Coding 1

## UNIT 13



In unit 13, you will study coding procedures. You will learn how to use 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

## UNIT 14

Unit 14 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.

# Practical Application of Coding 3

## UNIT 15



In this unit, you will begin using the Practicode platform to code real-world cases with immediate feedback.

# Practical Application of Coding 4

## UNIT 16

In this unit, you will continue using the Practicode platform to code real-world cases with immediate feedback.

# Practical Application of Coding 5

## UNIT 17



In this unit, you will complete your coding practice on Practicode.

# How to Find a Job in Healthcare

## UNIT 18

Unit 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.

In addition, you will receive the CPC study guide and practice exam to prepare for the AAPC certification.

# PROGRAM OUTCOMES

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

# PROGRAM OUTCOMES

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





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