Medical Billing & Coding

PROGRAM SYLLABUS

Blackstone CAREER INSTITUTE™
1890

IN BRIEF

The Medical Billing and Coding program prepares students for entry-level employment as a medical billing and/or coding specialist. It discusses 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 the AMA's exclusive CodeManager Online: Elite, 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 to this convenient tool, CodeManager contains extras like an illustrated medical e-dictionary, daily alerts and news items, and authentic clinical "vignettes" written by AMA professionals. This program also provides online simulation exercises for the Medisoft practice management system.

YOUR Program Overview

Unit 1   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.

Course Binder with printed dividers
Blackstone Typing Tutor
(accessible through the Online Student Center)

Unit 2   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.

Unit 3   Anatomy and Medical Terminology 1: An Introduction

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.

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

Unit 4   Anatomy and Medical Terminology 2

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.

Unit 5   English Usage and Written Communication

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 agreement, 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; and you gain some valuable tips for business communication.

Unit 6   Anatomy and Medical Terminology 3

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.

Unit 7   Anatomy and Medical Terminology 4

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.

Unit 8   Introduction to Pharmacology

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.

Essentials of Pharmacology for Health Occupations

Unit 9   Professional Development and Medicolegal Ethics

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.

Unit 10   Introduction to Insurance Billing and Coding 1

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. ICD-9-CM and ICD-10-CM coding and guidelines are introduced in this lesson.

Insurance Handbook for the Medical Office

Access to coding manuals (ICD-9 and ICD-10, HCPCS II and CPT) through the AMA's all-inclusive CodeManager: Online Elite.

Unit 11   Introduction to Insurance Billing and Coding 2

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.

Unit 12   Introduction to Insurance Billing and Coding 3

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.

Unit 13   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 17 is included so you can practice navigating and using the program.

Computers in the Medical Office

Elsevier: Evolve Simulation Exercise

Unit 14   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.

Unit 15 Medical Office Practice 3

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

Unit 16 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.

Step-by-Step Medical Coding

Unit 17 Practical Application of Coding 2

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.

Unit 18 How to Find a Job in Healthcare

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.

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
by Ruth Woodrow, Cengage Learning

This e-book introduces you to pharmacological terminology; common drug classes, forms, dosages and routes of administration; abbreviations and symbols; and systems of measurement. You will receive this text with Study Unit 8 if you are on a payment plan.

Insurance Handbook for the Medical Office
by Marilyn T. Fordney, Elsevier

This e-book is a comprehensive source for teaching the subject of health insurance and reimbursement. The book covers managed health care, legal and regulatory issues, medical coding systems, reimbursement methodologies, coding for medical necessity, and common health insurance plans. You will receive this text with Study Unit 10 if you are on a payment plan.

CodeManager Online: Elite
American Medical Association Publishers

You will have access to a searchable database, coding manuals **ICD-9-CM and ICD-10-CM, HCPCS Level II and CPT** with Study Unit 10 if you are on a payment plan.

Computers in the Workplace (CiMO)
by Susan Sanderson, McGraw-Hill

This e-book 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 V17** simulated practice program so that you can practice your skills using the same software used on the job.

Step-By-Step Medical Coding: A Comprehensive Guide
by Carol J. Buck, Elsevier

This easy to use resource provides in depth coverage from one of the most trusted names in coding education. Using all current coding systems, explanations of coding and practice exercises to reinforce understanding, this e-book covers all coding sets in one source. You will receive access to this with study Unit 16 if you are on a payment plan.

Stedman's Medical Dictionary for the Health Professions and Nursing

This online reference is yours for a full year! You will have access to more than 56,000 terms and definitions, more than 42,000 audio pronunciations, anatomical videos, and over 5,600 images.

Blackstone Typing Tutor

Blackstone's exclusive Typing Tutor will help to increase your typing speed and accuracy.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire program, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.