

CODING and REVENUE CYCLE MANAGEMENT AAS DEGREE PROGRAM

Offered at the HNL Online Campus

Objective: Coding and Revenue Cycle Management AAS degree program is designed to provide students with the knowledge and skill sets to comprehend, navigate, and apply in the comprehensive field of Coding and Revenue Cycle. Students will begin by learning the basic medical skills of anatomy, physiology and medical terminology which they will be able to apply to the practical application of medical coding and billing using current CPT and ICD code sets. Students will gain a general knowledge of health care delivery systems, healthcare law, the importance of quality and performance improvement and the practical application of health care statistics. In addition, students will also experience the uses of technology based medical management software including the electronic health record, electronic medical record, and coding encoder. Upon completion of the program, students will earn the Coding and Revenue Cycle Management AAS degree and have the necessary entry level job skills to work in physician office, clinics, critical access hospitals and acute care hospitals.

Program Requirements: Each applicant to the Associate of Applied Science in Coding and Revenue Cycle are required to have a High School Diploma or GED (Diplomas issued outside of the United States must be translated, evaluated and notarized prior to enrollment). All students admitted to the Coding and Revenue Cycle Management AAS degree program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17 and meet the Medical Billing and Coding specific standards for admission. Students in the Coding and Revenue Cycle Management AAS degree program are required to pass all courses, core and general education, with a C or better and successfully complete an On-Site Externship in the final Module of the program.

Program Length: The length of the program is 96 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
POFT103	Interpersonal and Communication Skills	48	0	0	48	3.0
ENGL101	English Composition	48	0	0	48	3.0
MODULE II						
POFT101	Computer Applications in Health Care	48	0	0	48	3.0
POFM114	College Mathematics	48	0	0	48	3.0
MODULE III						
PSYT101	Introduction to Psychology	48	0	0	48	3.0
HPRS101	Medical Terminology	48	0	0	48	3.0
MODULE IV						
SCIT103	Anatomy and Physiology	48	0	0	48	3.0
HITT205	Electronic Health Record Management	48	0	0	48	3.0
MODULE V						
PATH214	Pathopharmacology	48	0	0	48	3.0
HITT209	Health Care Law and Ethics	48	0	0	48	3.0
MODULE VI						
HITT201A	Coding I	48	0	0	48	3.0
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
MODULE VII						
HITT211A	Coding II	48	0	0	48	3.0
MBCC290	Coding Professional Practice Experience I	48	33	0	81	4.0
MODULE VIII						
HITT221	Coding III	48	0	0	48	3.0
HITT385	Health Care Reimbursement Methodologies	48	0	0	48	3.0

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE IX						
HITT231	Coding IV	48	0	0	48	3.0
HITT220	Health Care Statistics	48	0	0	48	3.0
MODULE X						
MBCC270	Revenue Cycle Management	48	0	0	48	3.0
HITT122	Quality Assessment and Performance Improvement	48	0	0	48	3.0
MODULE XI						
MBCC345	Coding Compliance	48	0	0	48	3.0
MBCC200	Certification Review	48	0	0	48	3.0
MODULE XII						
MBCC300	Coding Professional Practice Experience II	0	0	90	90	2.0
PROGRAM TOTAL		1056	33	90	1179	69

COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing "15/30/0/48/2.0" indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 48 total clock hours and 2.0 academic credits.

NOTE: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below.

POFT103	INTERPERSONAL AND COMMUNICATION SKILLS	48/0/0/48/3.0
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients, teachers and co-workers in an ambulatory care or hospital setting. Prerequisites: None		
ENGL101	ENGLISH COMPOSITION	48/0/0/48/3.0
This course provides the student with instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity and coherence of central idea and supporting material. Prerequisites: None		
POFT101	COMPUTER APPLICATIONS IN HEALTHCARE	48/0/0/48/3.0
Students will learn and become familiar with basic word processing and other programs within the Microsoft Office Suite. Student is taught to create, save, and retrieve work in Word, Excel, etc. in an effort to be able to demonstrate basic commands and functionality of the programs. This will be carried further into applications of these systems in the healthcare environment using real world examples and practice exercises. Prerequisites: None		
POFM114	COLLEGE MATHEMATICS	48/0/0/48/3.0
This course covers basic mathematics including addition, subtraction, multiplication, and division. Also covered is fraction notation and mixed numerals, decimals, ratios, rates and unit prices, proportions, solving various problems using percent equations and proportions, sales tax, commissions and discounts, interest, data, graphs, and statistics, measurements, geometry, real numbers, algebra, and equations. Prerequisites: None		
PSYT101	INTRODUCTION TO PSYCHOLOGY	48/0/0/48/3.0
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. Prerequisites: None		

HPRS101	MEDICAL TERMINOLOGY	48/0/0/48/3.0
<p>This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. Prerequisites: None</p>		
SCIT103	ANATOMY AND PHYSIOLOGY	48/0/0/48/3.0
<p>This Course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and Measures, and normal physiological values are studied. Prerequisites: HPRS101</p>		
HITT205	ELECTRONIC HEALTH RECORD MANAGEMENT	48/0/0/48/3.0
<p>This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and the associated issues. Prerequisites: None</p>		
PATH214	PATHOPHARMACOLOGY	48/0/0/48/3.0
<p>This course is an introduction to the human body and its functions, diseases, etiology, and pathophysiologic nature. Medical complications and manifestations of disease states are explored along with pharmacological and non-pharmacological principles and interventions related to the treatment of diseases. Prerequisite HPRS 101, SCIT103</p>		
HITT209	HEALTH CARE LAW AND ETHICS	48/0/0/48/3.0
<p>This course includes a study of health care law and ethics including the study of confidentiality, privacy, security, ethics, and key health care legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information. Prerequisites: None</p>		
HITT201A	CODING I	48/0/0/48/3.0
<p>This covers the principles and guidelines for using ICD-10-CM to code diagnoses. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-CM in relation to inpatient and outpatient settings, as well as use of cases and health record documentation. Prerequisites: HPRS101, SCIT103, PATH214</p>		
HITT216	HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION	48/0/0/48/3.0
<p>This course reviews health care delivery systems including organization, finance, accreditation agencies and regulatory agencies. Students will learn about settings, types of patients, types of caregivers, regulatory issues, unique documentation requirements, data sets and reimbursement structure by type of care. Prerequisites: None</p>		
HITT211A	CODING II	48/0/0/48/3.0
<p>This course is a comprehensive, system-based approach to learning CPT/HCPCS and includes an overview of coding guidelines and identifying information in the health record. Students will also learn about the relationship between the coding process and reimbursement. Prerequisites: HITT201A</p>		
MBCC290	CODING PROFESSIONAL PRACTICE EXPERIENCE I	48/33/0/81/4.0
<p>This course enables the student to learn the foundations of insurance, billing, coding, submission of claims to the insurance carrier, verifying patient benefits, submitting a secondary claim, posting payments and appealing the insurance carrier's decision. This includes case studies, exploration, research, and hands on use of the Electronic Medical Record. Prerequisites: HITT216</p>		
HITT221	CODING III	48/0/0/48/3.0
<p>This covers the principles and guidelines for using ICD-10-PCS to code procedures. This course covers the concept of clinical vocabularies and classifications systems. Students will gain an understanding of ICD-10-PCS in relation to inpatient settings, as well as use of cases and health record documentation. Prerequisites: HITT 211A</p>		
HITT385	HEALTH CARE REIMBURSEMENT METHODOLOGIES	48/0/0/48/3.0
<p>This course examines the complex financial systems within today's healthcare environment and provides an understanding of the basics of health insurance and public funding programs, managed care contracting, and how services are paid. The student will achieve an appreciation for the complexity of reimbursement systems and an understanding of the profound impact they have had on providers and payers, consumers, public policy makers, and the development of classification and information technology systems. Prerequisites: HITT 216</p>		

HITT231	CODING IV	48/0/0/48/3.0
<p>This course advances the student to the next level of coding, combining the previously learned code sets into an advanced class utilizing coding scenarios and exercises from a wide variety of healthcare settings. This will provide for an understanding of where to properly use the code sets and combination of code sets, and covers the principles and guidelines for using each set in their respective healthcare setting. Students will gain an understanding of the relationships of outpatient to inpatient settings, as well as use cases and health record documentation from each setting. Prerequisites: HITT 221</p>		
HITT220	HEALTH CARE STATISTICS	48/0/0/48/3.0
<p>This course introduces the student to basic allied health statistics and analysis. Students will learn how to collect data, calculate key healthcare statistics, and prepare reports, including analysis. Students will also compute common Health Information Department Management statistics. Prerequisites: POFM114, HITT216</p>		
MBCC270	REVENUE CYCLE MANAGEMENT	48/0/0/48/3.0
<p>This course focuses on how the foundation of the revenue cycle and the challenges and processes involved in management of a Revenue cycle. It will introduce the concepts of revenue cycle and explore how it is impacted by various departments within a facility or practice. Emphasis will be placed on how the revenue cycle impacts the overall fiscal stability of a facility, healthcare system, or medical practice. Areas of importance will include the relationships of patient access and registration, case management, quality review, health information management, and patient accounting as they apply to the revenue cycle. Prerequisites: HITT209, HITT205, HITT216; HITT385</p>		
HITT122	QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT	48/0/0/48/3.0
<p>This course studies quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, medical staff data quality issues, approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisites: HITT216, HITT220</p>		
MBCC345	CODING COMPLIANCE	48/0/0/48/3.0
<p>This course covers the importance of coding compliance and the impacts of clinical documentation, medical necessity, and medical reimbursement regulations have on compliant coding. Auditing and prevention, along with basic management principles of identifying valid codes for coding accuracy will be explored. With the current advancements in health information field, students will learn how to utilize the emerging technologies that will enhance their ability to identify coding discrepancies. Prerequisites: HITT209, HITT216; HITT385</p>		
MBCC200	CERTIFICATION REVIEW	48/0/0/48/3.0
<p>This course provides a review of the skills necessary to prepare students for successful employment and certification/registration opportunities as a Medical Biller and Coder. Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT122, MBCC345 and/or MBCC 300</p>		
MBCC300	CODING PROFESSIONAL PRACTICE EXPERIENCE II	0/0/90/90/2.0
<p>This course is an On-Site or Virtual Externship course. Students will apply the theory, concepts and skills learned throughout the program at a directed practice site and by any assigned course projects. Prerequisites: ALL Prior Modules; May be taken in conjunction with HITT122, MBCC345 and/or MBCC 200</p>		