

MEDICAL BILLING AND CODING CERTIFICATE PROGRAM

Offered at HNL Online

Objective: The Medical Billing and Coding program is designed to provide students with the knowledge and skill sets to comprehend, navigate, and apply current CPT, HCPCS and ICD code sets for Medical Billing and Coding in a variety of medical settings. Students begin by learning the basic medical skills of anatomy, physiology, and medical terminology, will gain a general knowledge of health care delivery systems, healthcare law, and experience the uses of technology based medical management software including the electronic health record, electronic medical record, and coding encoder. This comprehensive learning environment will include training students to interpret medical documentation, apply proper codes, complete medical billing forms, and file medical insurance claims both manually and by automation. Practical experience will be learned in the on-line classroom environment and through an externship, which should, upon completion of the program, give the student the necessary qualifications to sit for a nationally recognized Coding Credential Examinations, and the opportunity to work in Physicians' Offices, Hospitals, Out-Patient Medical Facilities, Long Term and Post-Acute Care Medical Facilities, and Insurance Companies.

Program Requirements: Each participant must have a high school diploma or GED and should be able to read and write English. Diplomas issued outside of the United States must be translated and notarized prior to enrollment. All entrants to the Medical Billing and Coding Program must also pass the Scholastic Level Exam (admissions test) with a minimum score of 17. Students in the Medical Billing and Coding Certificate program are required to pass all courses 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 48 weeks. Total Program Hours = 699/ 39.0 Semester Credits

		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Semester Credits
Module I						
HPRS101	Medical Terminology	48	0	0	48	3.0
HITT216	Health Care Delivery Systems and Organization	48	0	0	48	3.0
Module II						
SCIT103	Anatomy and Physiology	48	0	0	48	3.0
HITT209	Healthcare Law and Ethics	48	0	0	48	3.0
Module III						
PATH214	Pathopharmacology	48	0	0	48	3.0
HITT201A	Coding I	48	0	0	48	3.0
Module IV						
HITT211A	Coding II	48	0	0	48	3.0
MBCC290	Coding Professional Practice Experience I	48	33	0	81	4.0
Module V						
HITT221	Coding III	48	0	0	48	3.0
HITT205	Electronic Health Record Management	48	0	0	48	3.0
Module VI						
HITT231	Coding IV	48	0	0	48	3.0
MBCC300	Coding Professional Practice Experience II	0	0	90	90	2.0
MBCC200	Certification Review	48	0	0	48	3.0
Total Hours/Credits		576	33	90	699	39

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 “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

HPRS101	MEDICAL TERMINOLOGY	48/0/0/48/3.0
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		
HITT216	HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION	48/0/0/48/3.0
This course reviews healthcare 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		
SCIT103	ANATOMY AND PHYSIOLOGY	48/0/0/48/3.0
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		
HITT209	HEALTHCARE LAW AND ETHICS	48/0/0/48/3.0
This course includes a study of healthcare law and ethics including the study of confidentiality, privacy, security, ethics, and key healthcare legislation. Students will learn how to apply local, state and federal standards and regulations for the control and use of health information. Prerequisites None		
PATH214	PATHOPHARMACOLOGY	48/0/0/48/3.0
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		
HITT201A	CODING I	48/0/0/48/3.0
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		
HITT216	HEALTH CARE DELIVERY SYSTEMS AND ORGANIZATION	48/0/0/48/3.0
This course reviews healthcare 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		
HITT211A	CODING II	48/0/0/48/3.0
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		

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>		
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>		
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 May be taken in conjunction with MBCC200 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 HITT231 and/or MBCC 200</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 HITT231 and/or MBCC 300</p>		