

MEDICAL CODING AND BILLING CERTIFICATE PROGRAM

Blended Delivery - Offered at AUS, DAL, FW, HNL, HSW, MCA, SA and SSA Campus

Objective: The **Medical Coding and Billing Certification** program is designed to equip students with the skills and knowledge required to become entry-level employees in a variety of medical facilities. This is achieved through a comprehensive learning environment, geared toward training students to complete medical billing forms, filing medical insurance claims, both manually and by automation, practical application of CPT-4, ICD-10, and HCPCS codes. Student will also gain experience in record-keeping practices for both the hospital and physician offices, procedures in content and filing of patient medical records, use of a variety of filing systems, to include alpha and numeric. In addition, students gain a general knowledge of anatomy, physiology and medical terminology. Students will possess a basic knowledge of computers and medical management software. Essentially students will receive training to equip them to work in Insurance Companies/Offices, Physicians' Offices, Hospitals, Out-Patient Medical Facilities, and Long Term Care Medical Facilities.

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 Coding and Billing Program must also pass the Scholastic Level Assessment with a minimum score of 12.

Program Length: The total length of this program is 940 clock hours, 38 weeks.

Delivery Method: Blended Class Delivery

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
MSS130	Master Student/Study Skills	8	0	0	8	.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	.5
OAPT130	Overview of Anatomy, Physiology and Medical Terminology	48	0	0	48	3.0
Total Module I		66	0	0	66	4.0
MODULE II						
MA305	Medical Law and Ethics	24	0	0	24	1.5
MCB300	Principles of Insurance A	24	0	0	24	1.5
MCB301	Basics of Coding A: CPT/HCPCS	24	24	0	48	2.0
Total Module II		72	24	0	96	5.0
MODULE III						
MAAS212G	Medical Office Procedures/Management	48	0	0	48	3.0
MCB302	Basics of Coding B: ICD	12	12	0	24	1.0
MCB303	Principles of Insurance B	24	0	0	24	1.5
Total Module III		84	12	0	96	5.5
MODULE IV						
MCB304	Anatomy and Physiology/Medical Terminology A	24	0	0	24	1.5
MCB305	Coding A	12	12	0	24	1.0
MCB306	Principles of Insurance C	12	12	0	24	1.0
MCB307	Pathology A	24	0	0	24	1.5
Total Module IV		72	24	0	96	5.0
MODULE V						
MCB308	Anatomy and Physiology/Medical Terminology B	24	0	0	24	1.5
MCB309	Coding B	12	36	0	48	2.0
MCB310	Pathology B	24	0	0	24	1.5
Total Module V		60	36	0	96	5.0
MODULE VI						
MCB311	Anatomy and Physiology/Medical Terminology C	24	0	0	24	1.5
MCB312	Coding C	12	36	0	48	2.0
MCB313	Pathology C	24	0	0	24	1.5
Total Module VI		60	36	0	96	5.0
MODULE VII						
MA 309	Electronic Health Records	28	36	0	64	3.0
MCB314	Computer Applications	12	20	0	32	1.0
Total Module VII		40	56	0	96	4.0

MODULE VIII						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MCB315	MCB Cert Prep	30	15	0	45	2.5
MCB316	MCB Externship	0	0	205	205	4.5
Total Module VIII		60	33	205	298	9.5
Total Hours/Credits		514	221	205	940	43.0

Total Program Hours = 940.00/ 43.0 Semester Credits

Note: Upon successful completion of all course work, typing requirements, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

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.

Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below. Module 1 is a prerequisite for all other modules.

MSS130	MASTER STUDENT/STUDY SKILLS	8/0/0/8/0.5
Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. Prerequisite: None		
HIP130	HIPAA/OSHA/INFECTION CONTROL	10/0/0/10/0.5
Students will learn about the Health Information Portability and Privacy Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. Prerequisite: None		
OAPT 130	OVERVIEW OF ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY	48/0/0/48/3.0
Students will learn and Identify basic structures, functions and dysfunctions of the body, as well as medical terminology, abbreviations and symbols that are necessary tools for building a medical vocabulary. This course covers general treatment of the sensory, skeletal and muscular, nervous, endocrine, digestive, respiratory, Circulatory, Urinary and reproductive, and integumentary systems. Prerequisite: None.		
MA305	MEDICAL LAW AND ETHICS	24/0/0/24/1.5
The students will learn the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Prerequisite Mod I.		
MCB300	PRINCIPLES OF INSURANCE A	24/0/0/24/1.5
Students will learn the life cycle of health insurance claim to include terminology, policies and procedures and revenue cycle management. Students will also learn Medicare and Medicaid basics including terminology, eligibility, and claims and billing processes. HIPAA Compliance and Regulatory Laws will also be reviewed. Research Project 1 – Career Services Project. Prerequisite: Mod I.		
MCB301	BASICS OF CODING A: CPT/HCPCS	24/24/0/48/2.0
Students will learn the basics of converting descriptions of procedures into numerical codes (CPT/HCPCS) to provide uniform language to identify medical, surgical and diagnostic services. Prerequisite: Mod I.		
MAAS212G	MEDICAL OFFICE PROCEDURE/MANAGEMENT	48/0/0/48/3.0
Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. Prerequisite Mod I.		

MCB302	BASICS OF CODING B: ICD	12/12/0/24/1.0
<p>The students will learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. They will also learn the process of converting procedure descriptions into numerical codes related to the Evaluation and Management section of the CPT, and review facility coding (ICD-10 PCS). Prerequisite: Mod I.</p>		
MCB303	PRINCIPLES OF INSURANCE B	24/0/0/24/1.5
<p>Students will learn health insurance terminology and policies, Revenue Cycle Management, along with eligibility policies and procedures. Students will also learn concepts of Blue Plans, Private Health Insurance, Managed Care Plans, TRICARE, CHAMPVA, Workers' Compensation, disability income insurance and disability benefit programs. Research Project 2 – Career Services Project. Prerequisite: Mod I.</p>		
MCB304	ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY A	24/0/0/24/1.5
<p>Students will learn the structure and function of the Urinary System, Reproductive System, Digestive System, and Mental Health. Prerequisite: Mod I.</p>		
MCB305	CODING A	12/12/0/24/1.0
<p>This course is a review of the official ICD-10 guidelines for coding and reporting. The course reviews the history of classification systems with emphasis on the basic rules and guidelines. Students will learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. The students will learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. Additionally, students will learn CPT Surgical subsection codes for Female Genital system, including maternity care and delivery, Male Genital System, Intersex Surgery, Urinary System, digestive system, Mental Health, Pathology and Laboratory, selected Radiology and Medicine Sections. Research Project 3 –Career Services Project. Prerequisite: Mod I.</p>		
MCB306	PRINCIPLES OF INSURANCE C	12/12/0/24/1.0
<p>Student will learn concepts of collection strategies, medical documentation, Medical office problem solving and how to complete paper and electronic claims, and sequence codes according to established guidelines and standards while applying reimbursement methodologies. Hospital billing, payment and claims based on hospital stay and settings are also taught. Prerequisite: Mod I.</p>		
MCB307	PATHOLOGY A	24/0/0/24/1.5
<p>Students will learn the diseases and procedures of the Urinary System, Reproductive System, Digestive System and Mental Health. Prerequisite: Mod I.</p>		
MCB308	ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY B	24/0/0/24/1.5
<p>Students will learn the structure and function of Blood and Blood-Forming Organs, and Immune Mechanism, Circulatory System, Respiratory System. Prerequisite: Mod I.</p>		
MCB309	CODING B	12/36/0/48/2.0
<p>This course is a review of the official ICD-10 guidelines for coding and reporting. Students will learn CPT Surgical subsection codes for Cardiovascular System, Lymphatic System, Immune system, Respiratory System, selected Radiology and selected Medicine Sections. Students will also learn procedural coding guidelines for use with the ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. Research Project 4- Career Services Project Prerequisite: Mod I.</p>		
MCB310	PATHOLOGY B	24/0/0/24/1.5
<p>Students will learn the diseases and procedures of Blood and Blood-Forming Organs, and Immune Mechanism, Circulatory System, Respiratory System. Prerequisite: Mod I.</p>		
MCB311	ANATOMY AND PHYSIOLOGY/MEDICAL TERMINOLOGY C	24/0/0/24/1.5
<p>Students will learn the structure and function of the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Senses (Eyes and Ears). Prerequisite: Mod I.</p>		

MCB312	CODING C	12/36/0/48/2.0
<p>This course is a review of the official ICD-10 classifications (3, 4, or 5-7 codes) to provide etiology, site, or manifestation of disease. This course will also review UHDDS Coding guidelines and their application, and learn how to maneuver in different computerized encoding systems by assigning codes and using various references available. Additionally, students will learn CPT Surgical subsection codes for Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Sense (Eyes and Ears), Anesthesia, selected Radiology and Medicines sections, and Level II National Codes. Research Project 5 – Career Services Project. Prerequisite: Mod I.</p>		
MCB313	PATHOLOGY C	24/0/0/24/1.5
<p>Students will learn the diseases and procedures of the Integumentary System, Musculoskeletal System, Nervous System, Endocrine System, and Special Senses (Eyes and Ears). Prerequisite: Mod I.</p>		
MA309	ELECTRONIC HEALTH RECORDS	28/36/0/64/3.0
<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, such as electronic billing. Prerequisite Mod I.</p>		
MCB314	COMPUTER APPLICATIONS	12/20/32/1.0
<p>Student will learn basic word processing, keyboarding skills, concepts related to hardware and software applications. Students will learn Microsoft Office Suite Applications. Prerequisite: Mod I.</p>		
CSP201	CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION	30/18/0/48/2.5
<p>This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques.. Prerequisite: Mods I-VII.</p>		
MCB315	MCB CERT PREP	30/15/0/45/2.5
<p>Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. Prerequisite: Mods I-VII.</p>		
MCB316	MCB EXTERNSHIP	0/0/205/205/4.5
<p>Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Medical Coding and Billing Specialist Prerequisite: Mods I-VII.</p>		