

HED-54 – Medical Billing & Coding Certificate Program with Clinical Externship

Professional Education Course Syllabus

Program includes National Certification & a Clinical Externship Opportunity

Course Contact Hours: 80

The Medical Billing & Coding Profession

Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2021; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

The Medical Billing & Coding Program

This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), the ICD-10 for both diagnosis and procedure coding, ICD-10 (Introduction and Guidelines) and basic claims processes for insurance reimbursements. This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. This course covers the following key areas and topics:

- An overview of healthcare and the insurance industry
- The organization and use of the ICD-10-PCS, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-10-CM
- Comparison between ICD-10 and ICD-9
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

Education and Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
 - **American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice)**
 - **American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam**

- **National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS)**

Medical Billing & Coding Detailed Course Information:

- Introduction to International Classification of Diseases, Clinical Modifications, Coding Guidelines, Basics of diagnostic and procedural coding
- Introduction to the organization and use of the ICD-10 and CPT manuals
- The Health Insurance Claim Form (CMS 1500)
- Reviews of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding)
- Various issues surrounding the implementation of ICD-10
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT, CPT Modifiers, E and V Codes
- Coding surgical procedures of the integumentary system
- Coding procedures related to the female genital system and maternity care and delivery
- Coding for general surgery, radiology, pathology and laboratory services
- Coding for diagnostic and therapeutic services and the Level II National Codes
- Tracing delinquent claims, insurance problems & third-party reimbursement issues

National Certification

Students who complete this University Medical Billing & Coding program will be prepared to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam and the National Healthcareer Association (NHA) **Billing and Coding Specialist Certification (CBCS)** exam. Although there is no state approval, state registration or other state requirements for this program, students who complete this Medical Billing & Coding program will be prepared and are eligible to sit for these AAPC, AHIMA and NHA national certification exams. Students who complete this program can and do sit for these certification exams and are qualified, eligible and prepared to do so.

Clinical Externship / Hands on Training / Practicum

Although not a requirement of this program, once students complete the program they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, physicians practice, clinic and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed near their location.

Course Overview

Introduction to Medical Billing and Coding

- Lesson 1 – Reimbursement, HIPAA, and Compliance
 - Reading Assignment: Chapter 1 (pp.1-27)
- Lesson 2 – An Overview of the ICD-9-CM
 - Reading Assignment: Chapter 8 (pp.199-247)
- Lesson 3 – ICD-9-CM Outpatient Coding and Reporting Guidelines
 - Reading Assignment: Chapters 9-10 (pp.248-289)
- Lesson 4 – Chapter-Specific Guidelines
 - Reading Assignment: Chapters 11-12 (pp.290-364)

- Lesson 5 – An Overview of the ICD-10-CM
 - Reading Assignment: Chapter 2 (pp.28-47)

IntrAPSUction to the CPT and HCPCS

- Lesson 6 – Introduction to the CPT and Level II National Code (HCPCS)
 - Reading Assignment: Chapter 13 (pp.365-400)
- Lesson 7 – CPT Modifiers
 - Reading Assignment: Chapter 14 (pp.401-430)
- Lesson 8 – Evaluation and Management Services
 - Reading Assignment: Chapter 15 (pp.431-496)
- Lesson 9 – Anesthesia Services
 - Reading Assignment: Chapter 16 (pp.497-518)

Using the CPT

- Lesson 10 – Surgery Overview
 - Reading Assignment: Chapter 17 (pp.519-532)
- Lesson 11 – Integumentary and Musculoskeletal Systems
 - Reading Assignment: Chapters 18-19 (pp.533-592)
- Lesson 12 – Respiratory System
 - Reading Assignment: Chapter 20 (pp.593-614)
- Lesson 13 – Cardiovascular System
 - Reading Assignment: Chapter 21 (pp.615-659)
- Lesson 14 – Hemic, Lymphatic, Mediastinum, and Diaphragm
 - Reading Assignment: Chapter 22 (pp.660-669)

More CPT Surgery Sections

- Lesson 15 – Digestive System
 - Reading Assignment: Chapter 23 (pp.670-702)
- Lesson 16 – Urinary and Male Genital Systems
 - Reading Assignment: Chapter 24 (pp.703-738)
- Lesson 17 – Female Genital System and Maternity Care and Delivery
 - Reading Assignment: Chapter 25 (pp.739-762)
- Lesson 18 – Endocrine and Nervous Systems
 - Reading Assignment: Chapter 26 (pp.763-780)
- Lesson 19 – Eye and Ocular Adnexa, Auditory System, and Operating Microscope
 - Reading Assignment: Chapter 27 (pp.781-795)

Radiology, Laboratory, Medicine, and Inpatient Coding

- Lesson 20 – Radiology
 - Reading Assignment: Chapter 28 (pp.796-824)
- Lesson 21 – Pathology and Laboratory
 - Reading Assignment: Chapter 29 (pp.825-842)
- Lesson 22 – Medicine
 - Reading Assignment: Chapter 30 (pp.843-881)
- Lesson 23 – Inpatient Coding
 - Reading Assignment: Chapter 31 (pp.882-910)

The Medical Coding ICD-10

This Medical Coding ICD-10 course reviews key elements of the changes from ICD-9 to ICD-10 and examines the impact of this change on the U.S. healthcare system. Modules will provide an

overview of the ICD-10 for both diagnosis and procedure coding. It covers the transition from ICD-9 to ICD-10 and reviews the changes and updates. It includes the new codes, the structure, and nature of the characters. You will also learn how to use the appropriate code manuals.

- Detailed reviews of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system)
- Differences between ICD-9 and ICD-10
- Issues relating to federal regulation and compliance
- Various issues surrounding the implementation of ICD-10
- A review of ICD-10, the purpose of ICD-10
- Reimbursement process, federal regulation and compliance
- Transition process, Diagnosis coding in the ICD-10
- Using the ICD-10 manual
- Using the ICD-10-PCS manual for hospital procedure coding
- ICD-10 in day-to-day operations
- Coding from chart notes and from operative reports
- Functions, processes, and procedures of diagnostic coding, electronic coding tools
- Practice coding for a variety of purposes and settings

Fresno Pacific University Student Learning Outcomes (FPU-SLO)

FPU-SLO 1	Student Learning Outcomes Oral Communication: Students will <i>exhibit</i> clear, engaging, and confident oral communication – in both individual and group settings – and will critically <i>evaluate</i> content and delivery components.
FPU-SLO 2	Written Communication: Students will <i>demonstrate</i> proficient written communication by <i>articulating</i> a clear focus, <i>synthesizing</i> arguments, and utilizing standard formats in order to <i>inform</i> and <i>persuade</i> others.
FPU-SLO 3	Content Knowledge: Students will <i>demonstrate</i> comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
FPU-SLO 4	Reflection: Students will <i>reflect</i> on their personal and professional growth and <i>provide evidence</i> of how such reflection is utilized to manage personal and vocational improvement.
FPU-SLO 5	Critical Thinking: Students will <i>apply</i> critical thinking competencies by <i>generating</i> probing questions, <i>recognizing</i> underlying assumptions, <i>interpreting</i> and <i>evaluating</i> relevant information, and <i>applying</i> their understandings to new situations.
FPU-SLO 6	Moral Reasoning: Students will <i>identify</i> and <i>apply</i> moral reasoning and ethical decision-making skills, and <i>articulate</i> the norms and principles underlying a Christian world-view.
FPU-SLO 7	Service: Students will <i>demonstrate</i> service and reconciliation as a way of leadership.
FPU-SLO 8	Cultural and Global Perspective: Students will <i>identify</i> personal, cultural, and global perspectives and will employ these perspectives to <i>evaluate</i> complex systems.
FPU-SLO 9	Quantitative Reasoning: Students will accurately <i>compute</i> calculations and symbolic operations and <i>explain</i> their use in a field of study.
FPU-SLO 10	Information Literacy: Students will <i>identify</i> information needed in order to fully understand a topic or task, <i>explain</i> how that information is organized, <i>identify</i> the best sources of information for a given enquiry, <i>locate</i> and critically <i>evaluate</i> sources, and accurately and effectively <i>share</i> that information.

Continuing Education Student Learning Outcomes (CE-SLO)

CE-SLO 1	Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use.
CE-SLO 2	Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts.
CE-SLO 3	Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement.
CE-SLO 4	Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting.
CE-SLO 5	Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.
CE-SLO 6	Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.