Course Outline

Medical Coding and Billing

Course Objectives

Upon completion of this course, graduates will be trained to:

- Apply theory and practical skills to assign diagnostic and procedural codes to medical records according to state, federal and local government regulations.
- Integrate medical terminology, human anatomy, physiology and disease processes with medical coding and billing systems.
- Apply theory and practical skills to work in medical billing.
- Implement the essential skills of medical billing, electronic claims submission and insurance form completion for medical service providers.
- Apply effective medical ethics and legal theory in your career.

UNIT 1

Lesson 1: The World of Health Care
In your first lesson, you’ll examine the average day of various healthcare professionals, and discover the responsibilities of each. You’ll learn about the team of professionals that provide quality health care. Finally, you’ll explore the personal qualities and desirable character traits of a successful healthcare professional.

Lesson 2: Medical Insurance 101
Study terms relevant to health insurance today and learn about the tools you’ll use in your future career.

Lesson 3: Ethics and Legal Issues
Healthcare professionals must adhere to some important legal and ethical guidelines. This lesson explains the concepts of ethics, compliance, fraud and abuse. Determine how these concepts apply to your future career. You’ll also study HIPAA and the importance of confidentiality when dealing with medical records.

Lesson 4: Medical Records
This lesson outlines the role medical records play in healthcare documentation. What is the importance of documentation in medical records? What are the various types of dictation formats? How do healthcare professionals manage medical records? Find out all of this and more in this lesson!

Lesson 5: Introduction to Medical Terminology
Just listen to doctors and nurses talk; medicine has its own language. Now, discover the building blocks of all medical terms—root words, prefixes and suffixes. These building blocks will let you understand complex medical words.

Lesson 6: Dividing and Combining Medical Terms
This lesson continues your study of the language of medicine. Learn to divide medical words into word parts to determine meanings, as well as combine those parts to form medical terms.

UNIT 2

Lesson 7: Medical Abbreviations, Symbols and Special Terms
Explore the abbreviations, acronyms and symbols that medical professionals use. You’ll also examine medical eponyms, sound-alikes, opposites and the special rules regarding medical plurals.

Lesson 8: Body Systems
Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

Lesson 9: Resources for the Healthcare Professional
It’s important to stay abreast of health-related changes and research! This lesson explains the resources available to you throughout your career. We’ll discuss associations, Web sites and certification options.

Lesson 10: The Future of Health Care
The world of health care changes every day thanks to new technology. How will these changes affect you in your future career? Gain a basic understanding of electronic coding, Web-based coding, electronic health records and the many opportunities for these services.

Affiliations & Partnerships

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Lesson 18: Secondary Claims
Determine how to prepare secondary claims and handle insurance logs. You will also complete claims for secondary carriers.
Quiz 18

Lesson 19: The UB-04 Claim Form
Let’s switch gears! Hospitals primarily use the UB-04 insurance form. This lesson provides instructions and examples to help you understand the fields of this form.
Quiz 19—Trigger Quiz

Lesson 20: Insurance Follow-up and Preparing the CMS-1500
In this lesson, you will learn about timely filing and how to process a workers’ compensation claim. You will also learn about insurance follow-up. Extensive, hands-on practice lets you complete the CMS-1500 for various carriers.
Quiz 20

Lesson 21: Medical Billing Technology
Explore the evolving technology of the claims field, such as medical billing software, and see how healthcare professionals use clearinghouses and submit claims electronically.
Quiz 21

UNIT 3

Lesson 22: Introduction to Anatomy
Anatomy and physiology knowledge is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.
Quiz 22

Lesson 23: Anatomy: Landmarks and Divisions
Now that you know the basics, delve deeper into anatomy! This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.
Quiz 23

Lesson 24: Cell and Tissue Anatomy and Pathology
This lesson reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond and react to injury.
Quiz 24

Lesson 25: Introduction to ICD-10-CM and Chapter 1
This lesson discusses the structure of the ICD-10-CM and the purpose of the guidelines and rules of the diagnostic coding process. You’ll also determine how to handle abbreviations, cross-references and punctuation. In addition, you’ll start the coding process by learning about infections, as well as how to code them.
Quiz 25

Lesson 26: ICD-10-CM Chapters 2 through 5
In this lesson you’ll study terminology related to neoplasms, as well as diseases originating in the perinatal period, while learning about the terminology related to these conditions. In addition, you’ll assess congenital malformations, deformations and chromosomal abnormalities while learning how to determine the correct diagnosis code.
Quiz 26

Lesson 27: ICD-10-CM Chapters 6 through 10
You’ll get more practice with diagnostic coding as you explore mental, behavioral and neurodevelopmental disorders. Then, you’ll look at the anatomy and related diseases of the eye and adnexa, as well as those of the ear and mastoid process. You’ll also study the circulatory and respiratory systems.
Quiz 27

Lesson 28: ICD-10-CM Chapters 11, 12 and 13
In this lesson you’ll explore diseases of the digestive system, and review the anatomy of the skin and subcutaneous tissue, while you learn how to apply accurate diagnostic codes. Examine the musculoskeletal system, as well as how to code related diagnoses.
Quiz 28

Lesson 29: ICD-10-CM Chapters 14 through 17
This lesson outlines the diagnosis coding of the genitourinary system. Explore the process of assigning codes to conditions found in pregnancy, childbirth and the puerperium, as well as those conditions originating in the perinatal period, while learning about the terminology related to these conditions. In addition, you’ll assess congenital malformations, deformations and chromosomal abnormalities while learning how to determine the correct diagnosis code.
Quiz 29—Trigger Quiz

Lesson 30: ICD-10-CM Chapters 18 and 19
In this lesson, you’ll study the terminology related to symptoms, signs and abnormal clinical and laboratory findings. Then, you’ll learn code assess and code for injuries, poisonings and certain other consequences of external causes.
Quiz 30

Lesson 31: ICD-10-CM Chapters 20 and 21
First, you’ll learn the terminology related to external causes of morbidity and the process of coding these circumstances. After learning about factors influencing health status and contact with health services, you’ll reinforce what you’ve learned in this course. This lesson allows you to apply your diagnosis coding knowledge to real-world scenarios.
Quiz 31

UNIT 4

Lesson 32: CPT Coding 101
With diagnosis coding under your belt, we’ll move on to the history of procedural coding. This lesson also explains the structure and format of the CPT coding manual, as well as the basic steps of CPT coding.
Quiz 32

Lesson 33: Surgical Coding, Part 1
In this lesson, discover how to code procedures related to the integumentary, musculoskeletal, digestive and urinary systems. Coding for the respiratory, cardiovascular, hemic and lymphatic systems, as well as the mediastinum and diaphragm, is included.
Quiz 33

Lesson 34: Surgical Coding, Part 2
The male and female reproductive systems are outlined in this lesson. You’ll code maternity and childbirth procedures, as well as procedures related to the endocrine, nervous, visual and auditory systems.
Quiz 34—Trigger Quiz

Lesson 35: Radiology, Pathology, Anesthesia and Medicine
This lesson teaches radiology terms, subsections and guidelines, as well as coding for radiology procedures. Guidelines and coding information for pathology and anesthesia are included, too. Finally, you’ll cover the medicine section of the CPT.
Quiz 35

Lesson 36: Integrating Diagnostic and Procedural Codes
You have a chance to apply all of the medical coding knowledge that you’ve gained so far! You’ll code diagnoses and procedures together to work through real-world healthcare situations.
Quiz 36

UNIT 5

Lesson 37: Evaluation and Management Services
Take a closer look at the Evaluation and Management sections. You’ll get plenty of practice with coding E/M services!
Quiz 37

Lesson 38: Comprehensive Evaluation and Management
Take a closer look at the Evaluation and Management sections. You’ll get plenty of practice with coding E/M services!
Quiz 37

Lesson 39: The Basics of HCPCS Coding and Final Coding Quiz
Gain an introduction to HCPCS coding. This lesson outlines the formats and coding rules, as well as explains how to determine when to use HCPCS coding. Then, you’ll use this Final Coding Quiz as an opportunity to apply your new coding skills.
Quiz 39

GRADING CRITERIA

92-100% = A
85-91% = B
75-84% = C
70-74% = D
Below 70% = F

If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.
Your final grade point average will be calculated on all graded assignments in this course. You must complete all assignments and attain a final grade point average of 70% or higher to earn a certificate.

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