

An online program providing students with practical experience on the computer and keyboard while learning medical coding and billing.



Medical Coding and Billing Syllabus

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Introduction and Program Orientation

In the Program Orientation module, the student will be introduced to the healthcare coding and billing industry, the Medical Coding and Billing Training Program, and the format of the online program. A syllabus for each of the 19 modules in the program is presented. Information for navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to be a successful coder/biller are outlined. Available resources are presented along with a detailed study guide designed to make this learning experience a successful one.

Technology and the Medical Professional

In the Technology and the Medical Professional module, the student will become familiar with basic computer skills, including using hardware, software, peripherals, and wireless technology, utilizing the Internet as a resource, and operating various facilities for data storage and networking. The student will learn of the multiple software and hardware products available specifically developed for the healthcare environment.

Learning and Mastering Medical Terminology — Block 1

In Block 1 of Medical Terminology, the student will learn how to use resources (for example, medical dictionaries), how to look up words, how words are structured, and how medical words are built using suffixes and prefixes.

Documentation, Confidentiality & Ethics

The Documentation, Confidentiality, and Ethics module provides the student with an overview of documentation and confidentiality requirements within the healthcare environment and the impact advances in technology have had on the healthcare profession. The student will become familiar with the healthcare documentation standards, HIPAA compliance regulations, and the adaptation of the electronic health record (EHR) in institutions throughout the United States and the world. The student will understand the role of the medical coding and billing professional in maintaining the integrity and confidentiality of the medical record.

Learning and Mastering Medical Terminology — Block 2

In Block 2 of the Medical Terminology module, the student will learn medical word building: root words. These will be broken down into the root words A through Ir and Is through X. A review of Block 1 of Learning and Mastering Medical Terminology will also be presented.

Evolution of Coding in the Healthcare Environment

In the Evolution of Coding in the Healthcare Environment module, the student will learn the history of healthcare coding in the United States and throughout the world. Learning objectives, career opportunities, and certification will be introduced. The coding systems utilized in the United States will be explored, including ICD-9-CM, CPT®, HCPCS Level II, DSM-IV, and ICD-O. The future implementation of ICD-10-CM and ICD-10-PCS will be presented.

Learning and Mastering Medical Terminology — Block 3

In Block 3 of the Medical Terminology module, students will learn about medical plurals, slang and medical jargon, foreign medical terms, word differentiation, and medical abbreviations. A review of Blocks 1 and 2 of Learning and Mastering Medical Terminology will also be presented.

Healthcare Structure and Organization

In the Healthcare Structure and Organization module, the student will learn about the structure and organization of the healthcare system in the United States. The student will study healthcare consumers, healthcare providers, governing and regulatory agencies, third-party payers, healthcare vendors, and trade associations.

Anatomy, Pathophysiology & Disease Processes – Block 1

In Block 1 of Anatomy, Pathophysiology & Disease Processes, the student will learn basic anatomical structures utilizing a body system approach, including pathophysiology and disease processes affecting the human body. Disease entities, diagnosis, and treatment will be emphasized. The body systems in this module include skeletal, muscles, digestive, respiratory, and reproductive. Throughout this module there will be graphic representations of the various systems and structures for ease of understanding.

Exploring Pharmacology

The Exploring Pharmacology module introduces the student to the science of pharmacology and provides an overview of basic pharmacologies, including drug actions and effects, absorption, distribution, metabolism, excretion, and drug classifications and formulary. This module also gives the student the opportunity to see and reference pharmaceutical terms in the context of medical reports with exposure to commonly prescribed drugs.



Anatomy, Pathophysiology & Disease Processes – Block 2

In Block 2 of Anatomy, Pathophysiology & Disease Processes, the student will learn basic anatomical structures utilizing a body system approach, including pathophysiology and disease processes affecting the human body. Disease entities, diagnosis, and treatment will be emphasized. The body systems in this module include urinary, cardiovascular, endocrine, nervous, and integumentary/sensory organs. Throughout this module there will be graphic representations of the various systems and structures for ease of understanding.

Medical Record Content

In the outpatient setting, various reports make up a patient's outpatient medical record. The Medical Record Content module will provide an overview and detailed discussion of each of these reports. This module will also present the composition of each of the report types and how they relate to outpatient medical coding and billing.

Diagnostic Coding with ICD-9-CM, Block 1

Students will be introduced to the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) codebook. Block 1 gives students a thorough understanding of this critical reference book and introduces and explores important information regarding the General Guidelines and several Chapter-Specific Guidelines for coding and reporting outpatient services.

Diagnostic Coding with ICD-9-CM, Block 2

Block 2 continues the detailed instruction of the concepts presented in the ICD-9-CM codebook and explores the remaining Chapter-Specific Guidelines and procedure codes for coding and reporting outpatient services.

Exploring Healthcare Reimbursement

The Exploring Healthcare Reimbursement module provides detailed information about the various types of payment systems used to reimburse outpatient services. Additionally, the module introduces information about claims processing and coding, billing for healthcare services, auditing, and monitoring the coding process.

Medical Procedural Coding, Block 1

In Block 1 of the Medical Procedural Coding module, students will be introduced to the Current Procedural Terminology (CPT) codebook. This module provides a thorough understanding of the structure of the codebook and introduces some of the critical coding guidelines presented in the text.

Medical Procedural Coding, Block 2

Block 2 of the Medical Procedural Coding module continues the detailed instruction of the procedural codes presented in the Current Procedural Terminology (CPT) codebook. This module also provides a thorough understanding of the structure and application of the HCPCS Level II codebook.

Approximate Unit Completion Hours

Introduction and Program Orientation	1
Technology and the Medical Professional	30
Learning and Mastering Medical Terminology - Block 1	10
Documentation, Confidentiality, and Ethics	35
Learning and Mastering Medical Terminology - Block 2	15
Evolution of Coding in the Healthcare Environment	15
Learning and Mastering Medical Terminology - Block 3	20
Healthcare Structure and Organization	50
Anatomy, Pathophysiology, and Disease Processes - Block 1	50
Exploring Pharmacology	20
Anatomy, Pathophysiology, and Disease Processes - Block 2	48
Medical Record Content	20
Diagnostic Coding with ICD-9-CM, Block 1	40
Diagnostic Coding with ICD-9-CM, Block 2	40
Exploring Healthcare Reimbursement	35
Medical Procedural Coding, Block 1	45
Medical Procedural Coding, Block 2	45
Skill Building for Outpatient Coding	120
TOTAL	640

Skill Building for Outpatient Coding

The Skill Building module consists of actual outpatient medical records which the students will be required to code. The reports in this module are drawn from medical reports across a wide variety of outpatient settings that a coding professional would come across as an outpatient coder. The reports are divided into levels of difficulty—and the student builds skills as they work through increasing levels of complexity.

Final Exam Overview and Preparation

Upon completion of the program, students have the opportunity to assess their skills through a final exam. The Final Exam Overview and Preparation module contains information about the structure of the exam, tips for passing the exam, and how to schedule the exam.