

MEDICAL BILLING AND CODING SPECIALIST PROGRAM

This 18-week course covers the skill set and knowledge required to fulfill a position as an Insurance Billing Specialist. This will include an introduction to diagnosis coding (ICD-9 and ICD-10), procedure coding (CPT and HCPCS), billing and reimbursement processes and understanding insurance companies; as well as Medical Insurance Billing as a Career, HIPPA & HITECH, Health Insurance basics, Medical Record Documentation, Electronic Data Exchange, Claim Reimbursement, Fees, BCBS, Managed Care, Private Insurance, Medicare, Medicaid, Tricare, CHAMPVA, Workers Compensation, and Disability Income Insurance.

Admission Requirements

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
 - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Type a speed of 35 wpm and pass a typing assessment with a 50% or above. (Typing assessment provided through Typing Tutor <https://www.typing.com> administered by Texas Advancement Center).
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.
- Evidence of successful Certified Medical Administrative Assistant Certification (CMAA)
- To add in the admission requirements that if a prospective student has at least 6 months professional job history in medical billing, medical front office setting, or medical field then the requirement of the Certified Medical Administrative Assistant Certificate is not a necessary prerequisite.
- Students are required to pass a certification exam to complete the program

Medical Billing and Coding Specialist	Lecture Hours	Lab Hours/Simulator	Total Hours
Introduction To Medical Billing & Coding	5	0	5
Healthcare Law	10	0	10
Introduction to Health Insurance Terms	5	0	5
Pharmacology for Coders	15	5	20
ICD-10-CM	32	8	40
CPT and HCPCS Level II Coding	32	8	40
Abstracting information from Medical Documents	15	5	20
New Patients, Insurance Claims and EOB'S	9	1	10
Submitting Electronic Claims and CMS 1500	9	1	10
Blue Cross/Blue Shield	17	3	20
Medicare	17	3	20
Other Healthcare Programs	17	3	20
ICD-10-PCS	32	8	40
Survey of Hospital Billing	17	3	20
Total Medical Billing and Coding Hours	232	48	280
Medical Terminology			
A Foundation in Medical Terminology	4	6	10
The Skeletal and Muscular System	4	6	10
The Cardiovascular and Respiratory Systems	4	6	10
The Digestive, Urinary, and Reproductive System	4	6	10
Nervous and Integumentary Systems and Special Senses	4	6	10
The Lymphatic, Immune, and Endocrine Systems	4	6	10
Total Medical Terminology Hours	24	36	60
Total Program Hours	256	84	340

Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

Introduction to Medical Billing and Coding 5/0/5

Introduction to Medical Billing and Coding is the first section. Here, students are introduced to the personal and professional qualifications required to become a Certified Billing and Coding

Specialist (CBCS) through the National Health career Association (NHA). They will also explore career opportunities in this field.

Prerequisite: None

Healthcare Law 10/00/10

Healthcare Law covers HIPAA Privacy Rule and Security Rule, as well as protected health information of patients. Fraud and abuse, Stark Law, and the False Claims Act will also be covered to best prepare students in healthcare laws.

Prerequisite: Introduction to Medical Billing and Coding

Introduction to Health Insurance Terms 5/00/5

Introduction to Health Insurance Terms covers terms in health insurance and those used by healthcare providers. Managed care and third-party reimbursement methods are explained as well. Prerequisite: Healthcare Law

Pharmacology for Coders 15/5/20

Pharmacology for Coders section teaches students the definition of Pharmacology, and covers Generic and Brand Names, Drug Classifications, formularies, and medication lists. Therapeutic uses of medications are covered as well as routes of Administration.

Prerequisite: Introduction to Health Insurance Terms

ICD-10-CM 32/8/40

ICD-10-CM section begins with an overview of ICD-10-CM coding manual, and covers the format of ICD-10-CM. Also covered are the ICD-10-CM Coding Guideline, ICD-10- CM Coding Conventions, and the Steps for Assigning ICD-10-CM Codes.

Prerequisite: Pharmacology for Coders

CPT and HCPCS Level II Coding 32/8/40

CPT and HCPCS Level II Coding covers Healthcare Common Procedure Coding System, Organization of the CPT Code Book, CPT Coding Conventions, Organization of the HCPCS Level II Code Book; and Steps for Assigning CPT and HCPCS Level II Codes.

Prerequisite: ICD-10-CM

Abstracting Information from Medical Documents 15/5/20

Abstracting Information from Medical Documents section includes Coding from SOAP Notes, Coding from a Consultation Report, Coding from Operative Reports, Coding from Emergency Room Records, Coding from Procedure Reports.

Prerequisite: CPT and HCPCS Level II Coding

New Patients, Insurance Claims and EOBs 9/1/10

New Patients, Insurance Claims and EOBs will cover Electronic, Paper and Hybrid Medical Records. Students will explore practice management software, patient portals, and developing an

insurance claim. They will also learn New Patient Procedures, Medical Necessity, Explanation of Benefits (EOB), and Collection Practices.

Prerequisite: Abstracting Information from Medical Documents

Submitting Electronic Claims and CMS 1500 9/1/10

Submitting Electronic Claims and CMS 1500 is the section in which students learn Electronic Data Interchange (EDI), Electronic Claims Submission, and the 1500 Claim Form. Details of the National Uniform Claim Committee will also be covered.

Prerequisite: New Patients, Insurance Claims and EOBs

Blue Cross/Blue Shield 17/3/20

Blue Cross/Blue Shield details are covered so that students will be prepared to perform job duties deciphering procedures for Participating and Nonparticipating Providers. They will also be able to determine and execute categories of Allowable Fee, and Usual, Customary and Reasonable (UCR). Students also learn Blue Shield Claims Submissions.

Prerequisite: Submitting Electronic Claims and CMS 1500

Medicare 17/3/20

Medicare section covers Medicare Parts A, B, C and D. Students become knowledgeable in Participating and Nonparticipating Providers, as well as Advance Beneficiary Notice (ABN), Supplemental Insurance, and NCCI. Students also learn Medicare Claims Submissions.

Prerequisite: Blue Cross/Blue Shield

Other Healthcare Programs 17/3/20

Other Healthcare Programs are covered here including Medicaid, TRICARE, CHAMPVA, Workers' Compensation, and Claims Submissions for each.

Prerequisite: Medicare

ICD-10-PCS 32/8/40

ICD-10-PCS section begins with an overview of ICD-10-PCS and covers the ICD-10-PCS Code Structure, Index and Table Conventions, Code Components and Definitions Used in ICD-10-PCS.

Prerequisite: Other Healthcare Programs

Survey of Hospital Billing 17/3/20

Survey of Hospital Billing is the section in which students are trained on the following practices and procedures: Hospital Revenue Cycle, Chargemaster, Master Patient Index, Prospective Payment Systems, Principal Diagnosis, and Present on Admission.

A Foundation in Medical Terminology 4/6/10

A Foundation in Medical Terminology teaches students the Fundamentals of Medical Terminology, and an Overview of the Human Body. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: Survey of Hospital Billing

The Skeletal and Muscular Systems 4/6/10

The Skeletal and Muscular Systems section provides thorough overviews of both the Skeletal System and the Muscular System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: A Foundation in Medical Terminology

The Cardiovascular and Respiratory Systems 4/6/10

The Cardiovascular and Respiratory Systems section provides thorough overviews of both the Cardiovascular System and the Respiratory System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Skeletal and Muscular Systems

The Digestive, Urinary, and Reproductive Systems 4/6/10

The Digestive, Urinary, and Reproductive Systems section provides thorough overviews of the Digestive System, the Urinary System, and the Reproductive System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Cardiovascular and Respiratory Systems

Nervous and Integumentary Systems and Special Senses 4/6/10

Nervous and Integumentary Systems and Special Senses section provides overviews of the Nervous System, the Integumentary System, and Special Senses. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: The Digestive, Urinary, and Reproductive Systems

The Lymphatic, Immune, and Endocrine Systems 4/6/10

The Lymphatic, Immune, and Endocrine Systems section provides overviews of the Lymphatic System, the Immune System, and the Endocrine System. At the end of the section, students are then given an opportunity to practice what they have learned.

Prerequisite: Nervous and Integumentary Systems and Special Senses

Medical Billing and Coding Specialist Resources

Name	Publisher	Year
A Guide to Health Insurance Billing	Cengage	2020
CPT Standard Edition	American Medical Association	2019
HCPCS Level II	American Medical Association	2019
ICD-10-CM Professional for Physicians	American Medical Association	2019
ICD-10-PCS	American Medical Association	2018
Professional Review Guide for the CCA Examination	Cengage	2019
Merriam-Webster's Medical Desk Dictionary	Smithmark	1996

Medical Terminology for Health Professions	Cengage	2012
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Basis of Grades

Quizzes and Exams are considered PASS/FAIL, with a minimum passing score of 80% for all Quizzes and 80% for all Final Exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content

MEDICAL FRONT OFFICE ASSISTANT

The Medical Front Office Assistant program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administrative Assistant (CMAA) certification.

Attaining the Certified Medical Administrative Assistant national certification proves that you have the expertise to perform routine administrative tasks to help keep the physician's offices and clinics running efficiently.

This 11-week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Physiology, and Medical Terminology, and Medical Office Computer Applications. Upon completion of the program, you will be skilled in areas of Medical Office Administration, Medical Front Office Assistant, Medical Office Specialist, Medical Receptionist, Front Desk Representative, Health and Medical Administrative Services, Patient Centered Care Coordinator and prepared for the Certified Medical Administrative Assistant (CMAA) healthcare certification, increasing your marketability in the field and allowing for greater flexibility in your career path.

Medical administrative assistants may work at physicians' offices, hospitals, outpatient care centers, insurance companies and an assortment of other facilities. They provide administrative support to medical staff such as medical coders, medical transcriptionists and billing clerks

- Students are required to pass a certification exam to complete the program Admission Requirements:
 - Must be at least 17 years of age with parent consent or 18 years or older.
 - Must present a valid picture ID and an original social security card.