

# Course Outline

Your Course Code is  
**5507**

## 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.

##### Quiz 1

#### Lesson 2: Medical Insurance 101

Study terms relevant to health insurance today and learn about the tools you'll use in your future career.

##### Quiz 2

#### 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.

##### Quiz 3

#### 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!

##### Quiz 4

#### 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.

##### Quiz 5

#### 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.

##### Quiz 6

#### 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.

##### Quiz 7

#### Lesson 8: Body Systems

Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

##### Quiz 8—Trigger Quiz

#### Lesson 9: Resources for the Healthcare Professional

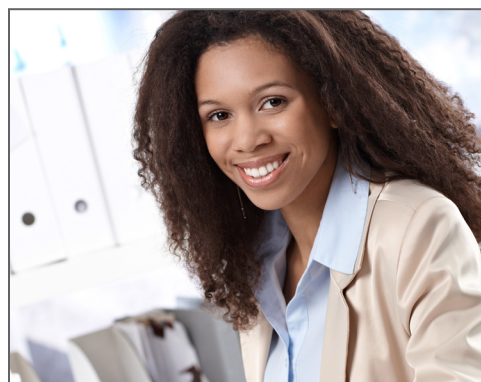
It's important to stay abreast of health-related changes and research! This lesson explains the resources available to you throughout your career. We'll discuss associations, Web sites and certification options.

##### Quiz 9

#### 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.

##### Quiz 10



### UNIT 2

#### Lesson 11: Introduction to Medical Coding

Learn the history and development of the various coding systems. You will also learn to identify the code types.

##### Quiz 11

#### Lesson 12: Private Insurance and Managed Care

Gain an overview of the characteristics of private and group healthcare insurance programs. This lesson also explains managed care programs and how they work, including discussions of HMOs, PPOs, POS plans and PPGs.

##### Quiz 12

#### Lesson 13: Medicaid, CHIP and Medicare

In this lesson, discover the government programs of Medicaid and Medicare. You will also learn about Medigap and Medi-Medi insurance, as well as gain an overview of the Children's Health Insurance Program.

##### Quiz 13

#### Lesson 14: Military Insurance, Workers' Compensation and COBRA

Hone your knowledge as you study TRICARE, CHAMPVA, workers' compensation and COBRA.

##### Quiz 14

#### Lesson 15: Determining Payment

Examine the many methods to determine the amount reimbursed to providers. Explore the UCR standard, fee schedules and relative value studies, as well as diagnosis related groups and ambulatory payment classifications.

##### Quiz 15

#### Lesson 16: Introducing the CMS-1500 Claim Form

Perform the work of a medical billing specialist! Detailed explanations help you complete the fields of the CMS-1500 insurance claim form and determine special considerations for Medicare and Medicaid.

##### Quiz 16

#### Lesson 17: Explanation of Benefits

With the help of this lesson, you will soon be able to read and interpret the explanations of benefits that you receive from various insurance carriers.

##### Quiz 17

### Affiliations & Partnerships



Accredited by the  
Distance Education  
Accrediting Commission



A+ Rating  
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Approved by the  
Colorado Department of  
Higher Education Division of  
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Approved by the  
National Healthcareer  
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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 of the blood and blood-forming organs and certain disorders of the immune mechanism. You'll look at endocrine, nutritional and metabolic diseases. You'll also practice coding the diseases and disorders found in Chapters 2 through 5 of your ICD-10-CM.

**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 disorder. 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

This lesson introduces evaluation and management codes, an important area for outpatient coders. Additionally, you'll explore guidelines and evaluation and management level sections.

**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 38**

### 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.



## Career Starter Guide

A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself... how to write a letter of inquiry... how to perfect your interview skills and much more.



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