Medical Billing & Coding Specialist

The Medical Billing & Coding Specialist Program is designed to prepare students for an entry level position, in the healthcare marketplace, such as Medical Records Technician, Health Information Technician, Medical Secretary, or Insurance Billing. These positions may be in clinics, doctor's offices, hospitals, or companies providing healthcare services to medical establishments. This program provides related hands-on training on subjects including electronic health records, records management, medical software, healthcare insurance, billing, medical law and ethics, HIPAA, and medical terminology. The students will be able to organize and input health information data and learn to communicate with physicians and other healthcare professionals using electronic medical records.

Program Description:

Computer Fundamentals:
The course is an introduction to the use of the computer in business. Students will write letters, create forms, and format documents in Microsoft Word. This course will also include creating and formatting spreadsheets in Microsoft Excel. Included in the course will be printing documents, performing basic research on the Internet, and effectively using the tools available in Microsoft Internet Explorer. **72 hours**

Allied Health Math:
The course includes the fundamentals of math skills essential to the health care professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions and the metric system.
 24 hours

Anatomy & Physiology:
This course covers anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. The students will learn detailed descriptions and explanations of the structures, functions, and interrelated processes of the human body. The students will learn to relate each of these items to specific medical procedures. **72 hours**

Medical Law, Ethics & Professionalism:
The course covers federal and state health care legislation and regulations, and specific attention is placed on the HIPAA legislation. Students will learn to maintain confidentiality, document accurately, use appropriate guidelines when releasing information and comply with established risk management and safety procedures. **24 hours**

Medical Terminology I:
The course covers word building rules, prefixes, suffixes and whole-body terminology. Students will learn terms covering anatomy and physiology pathological conditions and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. **72 hours**

Medical Terminology II:
The course covers additional topics and word building rules, prefixes, suffixes, and whole-body terminology. Students will learn additional terms covering anatomy and physiology pathological conditions and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. **24 hours**

Basic Pharmacology I:
The course is an introduction to the study of medicine and drugs. Students will learn the sources of drugs, generic and brand names, drug administration, and interactions.
24 hours

Insurance Billing and Reimbursement:
The course introduces students to the field of insurance billing and reimbursement. Students learn the principles and practices of effective records management for physical and electronic records systems. Students will learn alphabetic indexing, electronic file management, subject and numeric records management, and the relationship between electronic and image records. **108 hours**

Electronic Medical Records:
Students in this course will learn and practice using a common medical records management software application in a simulated medical office. Students will learn and practice entering patient information, posting charges, payments, running financial reports, and filing insurance claims. **84 hours**

Medical Coding:
In this course students will learn and practice the fundamentals of the CPT and ICD-10-CM coding systems. The students will learn and practice Evaluation and Management coding, procedural coding from each section of the CPT manual, in addition to diagnosis and procedural coding utilizing the ICD-10-CM volumes 1, 2, and 3. Students will be introduced to the HCPCS level II and ICD-10 coding systems. **130 hours**

Practicum
Upon successful completion of the other courses the student participates in a Practicum. The course enables students to apply the principles learned in the classroom. In addition, students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and prioritizing multiple tasks. Students will learn and practice effective job search methods and the use of internet-based websites in the job search. One on one mock interviews will be conducted. **140 hours**

CPR:
Students will be trained in CPR and Basic Life Safety using the American Heart Association guidelines. Students will practice CPR techniques as well as techniques to assist choking victims.
8 hours

Health Care Programs

MEDICAL BILLING & CODING SPECIALIST

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Upon completion of the program, the student will receive a Certificate of Completion in Medical Billing & Coding Specialist.

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	12	36	-	48	1.5
MED02	Allied Health Math	6	18	-	24	0.5
MED04	Medical Law, Ethics & Professionalism	6	18		24	0.5
MED05	Medical Terminology I	32	40	-	72	3.0
MED06*	Medical Terminology II	8	16	-	24	1.0
MED07*	Anatomy & Physiology	32	40	-	72	3.0
MED10*	Basic Pharmacology I	6	18	-	24	0.5
MED12*	Medical Coding	50	80	-	130	5.5
MED13*	Insurance Billing & Reimbursement	40	68	-	108	4.5
MED14*	Electronic Medical Records	38	46	-	84	4.0
MED11	CPR	2	6	-	8	0.0
MED15*	Practicum	40	100	-	140	5.5
	Total Hours	**272**	**486**		**758**	**29.5**

Class Hours 758 -- FSA Semester Credit Hours 25.0
Program Length: 32 Weeks/47 Weeks

Tuition	$9,045
Books	$840
Registration	$100
Total Cost	**$9,985**

*Federal Student Aid (**FSA**) credit hour calculations are based on Department of Education guidelines.*

* Course has a prerequisite - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school.
A complete list of approved textbooks may be obtained from the School Director."