



Medical Coding and Billing Curricula Outline V3.0.1



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Module 1 (4 Weeks – 80 Clock Hours)

Introduction to HCPCS Coding

1. Overview HCPCS coding system

➤ CLASSROOM INSTRUCTION INTEGRATING ONLINE RESOURCES, BUT LIMITED OR NO REQUIREMENTS FOR STUDENTS TO BE ONLINE; STUDENTS ARE REQUIRED TO BE IN CLASSROOM

a. CPT

- i. American Medical Association (AMA)
- ii. CPT Coding Fundamentals
- iii. CPT Coding and Billing Issues
- iv. Annual Updates – Additions, Deletions and Revisions
- v. CPT Modifiers
- vi. Chapter Specific Coding Guidelines
- vii. Procedural Anatomical Illustrations with CPT Code Sections

b. HCPCS Level II

- i. CMS Organization and Structure
- ii. HCPCS Coding Fundamentals
- iii. CMS Quarterly Updates
- iv. HCPCS Level II Modifiers
- v. Chapter Specific Coding Guidelines
- vi. Index: Table of Drugs

c. ICD-10-CM Physician

- i. Conventions for the ICD-10-CM
- ii. General Coding Guidelines
- iii. Chapter Specific Coding Guidelines

Module 2 (4 Weeks – 80 Clock Hours)

2. Medical Terminology, Anatomy and Physiology with Introduction to Procedural and Diagnosis Coding by Body System

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- a. Concepts of Medical Terminology
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 - ii. Suffixes
 - iii. Prefixes
 - iv. Cells, Tissues, and Organs with Body Structure
- b. Diseases and Treatment
 - i. Disease
 - ii. Diagnosis, Treatment and Surgery
 - iii. Drugs
- c. Circulation – Cardiovascular and Lymphatic
- d. Blood and Immunity
- e. Respiratory
- f. Digestion
- g. Urinary
- h. Male Reproductive
- i. Female Reproductive – Pregnancy and Birth
- j. Endocrine
- k. Nervous – Behavioral Disorders
- l. The Senses
- m. The Skeleton
- n. Muscular
- o. Integumentary



Module 3 (4 Weeks – 80 Clock Hours)

3. Reimbursement: Introduction to Billing Systems and Healthcare Insurance

➤ CLASSROOM INSTRUCTION INTEGRATING ONLINE RESOURCES, BUT LIMITED OR NO REQUIREMENTS FOR STUDENTS TO BE ONLINE; STUDENTS ARE REQUIRED TO BE IN CLASSROOM

- a. Medicare – CMS
 - i. Medicare Parts A, B, C and D
 - ii. Medicaid Programs State of CA – Medi-CAL Dept. of Healthcare Services
 - iii. Tricare/Champus/Champva
- b. HIPAA
- c. Electronic Medical Record (EMR)
- d. Electronic Healthcare Record (EHR)
- e. Outpatient Resource-Based Relative Value Scale (RBRVS)
- f. Compliance: Federal Register – Online Revenue Integrity Resources
- g. CMS Fraud and Abuse Programs
 - i. Medicare Internet Only Manual
 - ii. National Correct Coding Initiative (NCCI)
 - iii. Medicare Learning Network (MLN)
 - iv. Procedure to Procedure (PTP) Coding Edits
 - v. Medicare Physician Fee Schedule (MPFS)
 - vi. AHA Coding Clinic
 - vii. AMA CPT Assistant
- h. Managed Health Care
- i. Revenue Compliance Audit Function – Revenue Integrity
 - i. Coding Compliance (White Paper) - Cardiology

Module 4 (4 Weeks – 80 Clock Hours)

4. Intro to Medical Insurance Billing Processing – Outpatient Physician Based Online Processing – SIM Chart

Prerequisite: Module 3 - Reimbursement: Introduction to Billing Systems and Healthcare Insurance}

➤ MOSTLY OR FULLY ONLINE CURRICULUM WITH SELECT DAYS REQUIRED IN CLASSROOM OR COMPUTER LAB

- a. Electronic Coding Tools with Coding Worksheets based on Body Systems listed in Module 2
 - i. Elsevier TruCode Systems – 30 Day
 - ii. Flashcode – PMIC
 - iii. Encoder Pro Expert – 6 Month Student Subscription
- b. SIM Chart – Online Billing Program for Coders
 - i. Patient Demographics
 - ii. Insurance Co-Pay and Deductible
 - iii. Coding Data Entry including Encoding Function
 - iv. Billing – Electronic Submission
 - v. Collection
 - vi. Audit Function

Module 5 (4 Weeks – 80 Clock Hours)

5. Advanced Coding Skills

➤ MOSTLY OR FULLY ONLINE CURRICULUM WITH SELECT DAYS REQUIRED IN CLASSROOM OR COMPUTER LAB

- a. Hospital Inpatient Coding and Reporting Guidelines
- b. Surgical Coding and Reporting Guidelines
- c. Diagnostic/Therapeutic Coding and Reporting Guidelines
- d. ICD-10-CM Coding and Reporting Guidelines
- e. ICD-10-PCS Coding and Reporting Guidelines

Module 6 (4 Weeks – 80 Clock Hours)

6. Coding Compliance – Audit and Revenue Integrity

➤ FULLY ONLINE CURRICULUM WITH OPTIONS FOR FACE-TO-FACE INSTRUCTION, BUT NOT REQUIRED

a. Elsevier Buck Online Simulated Medical Coding Internship

- i. Evaluation and Management
- ii. Anesthesia
- iii. Cardiology
- iv. Integumentary
- v. Emergency Medicine
- vi. Medicine
- vii. Gastroenterology
- viii. Pulmonary
- ix. Neurology and Ophthalmology
- x. OB/GYN
- xi. Orthopedics
- xii. Otorhinolaryngology
- xiii. Pathology
- xiv. Pediatrics, Neonatology, and Adolescent Medicine
- xv. Diagnostic Radiology
- xvi. Interventional Radiology and Radiation Oncology
- xvii. Urology
- xviii. General Surgery

Module 7 (2 Weeks – 40 Clock Hours)

7. Certification Test Prep

➤ MOSTLY OR FULLY ONLINE CURRICULUM WITH SELECT DAYS REQUIRED IN CLASSROOM OR COMPUTER LAB

a. Intro National Outpatient Certification Test Prep

i. AAPC – CPC

ii. NCCA – Insurance and Coding Specialist

b. Practice Coding Examinations (2)

i. Online coding practice assessment

ii. Saturday – Mock Coding Exam Outpatient Based

8. Externship Program – 6 weeks @ 160 hours

160 hours to be completed within 6 - week period; parameters to be determined by externship program site.

Total Clock Hours: **680 including Externship**