

Diploma Program in

MEDICAL CODING & BILLING

8 MONTHS - 28 CREDITS



Microsoft Technology Applications

CGS1060 (L)(L)(L)(L)

This is a hands-on course in which you will learn to use a computer to practice four of the most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft Access is a database program that organizes large amounts of information in a useful manner. Finally, Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation.

Medical Terminology

HIM1531 (L)(L)(L)(L)

This course introduces medical elements and their applications to body systems and medical specialties. The student will be introduced to medical terms, including suffixes, roots, prefixes and anatomical terms. The basic body components will also be introduced and associated with the proper terminology. These terms will be applied to common medical specialties.
Prerequisites: HIM1222

Anatomy & Physiology

BSC1085 (L)(L)(L)(L)

Students are introduced to the structure and function of the human organ systems as an integral part of the medical field. This course is designed to provide a comprehensive understanding of the human body structures and normal functioning of each structural system, as well as what takes place when the body's homeostasis is unbalanced. These goals are accomplished through a variety of methods such as lecture, visuals, handouts, labeling and visual exercises, as well as lab and open discussion in the form of questions and answers. A research paper is also assigned.

Health Care Record & Data Management

HIM1110 (L)(L)(L)(L)

This course is the first of two parts and introduces the student to a wide spectrum of important HIM topics from managing health data to health statistics, biomedical research and quality management of health information. Topics addressed in this course include: content, structure, and functions of the health record; the electronic health record (EHR); healthcare data sets; clinical vocabularies and classification systems; reimbursement methodologies; health information technology functions; secondary data sources (registries and indexes); and fundamentals of statistics. This course includes supervised lab instruction of simulation practice exercises (virtual lab).

Medical Insurance & Billing Procedures

HIM1273

This course provides the student with a comprehensive and in depth view of medical insurance, billing and claims processing. This course includes supervised lab billing instruction via use of medical practice management systems (MediSoft). Pre-or Co-requisite: HIM1232 Medical Coding II
Prerequisites: HIM1232

Medical Coding I

HIM1222 (L)(L)(L)(L)

This course provides the student with a comprehensive view of the coding fundamentals of ICD-9-CM classification system for reporting medical outpatient and inpatient diagnoses and for reporting hospital inpatient procedures and operations. ICD-10-CM is also discussed. This course includes supervised lab instruction of simulation practice exercises (virtual lab).
Prerequisites: HSC1531 & BSC1085

Medical Coding II

HIM1232 (L)(L)(L)(L)

This course provides the student with a comprehensive view to the nomenclature and classification systems known as Current Procedure Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS). This course includes supervised lab instruction of simulation practice exercises (virtual lab).
Prerequisites: HIM1222

(L) = 1 semester credit hour

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DIPLOMA PROGRAM

MEDICAL CODING & BILLING

Stats & Fun Facts!

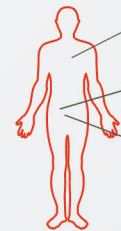
Certified Billing and Coding Specialist (CBCS)
Exam Preparation included in this program.



Program Description

The Medical Coding program teaches our students to review medical documentation provided by physicians and other health care practitioners. They will learn to translate this information into standardized numerical codes. Students will learn to assist in an ethical manner, in the revenue cycle; helping both the patient in obtaining maximum insurance plan benefits, and ensuring a cash flow to the health care provider. Upon completion of the medical billing course, students may choose to continue coursework towards an Associate degree in Health Information Management Technology.

Fun Facts



I25.110
Arteriosclerotic heart disease

K71.51
Toxic liver disease

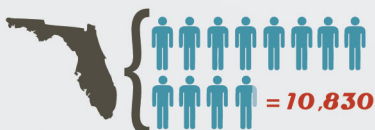
K50.013
Crohn's disease

Medical codes are utilized to standardize the classification of disease tracking. **ICD-10-CM** includes **68,000** codes.

Employment Statistics

 = 1,000 employment number

California, Texas & Florida were the states with the highest employment numbers in 2011.



Projected growth 2010-2020

Compared to other industries, Medical Records Technicians have shown an increase in employment growth.



Health Technicians



Medical Records Technicians



Total All Occupations

Percentage of employment per industry in 2010:



Hospitals **39%**



Offices of Physicians **23%**



Nursing Care Facilities **7%**



Dr. Galien (131-201 A.D.) & Dr. Hippocrates (460-377 B.C.) were the first physicians to document the healing process of their patients.



The **Start of Life** was created in **1973** to represent emergency medical services (EMS) units and personnel.

1. Detection
2. Reporting
3. Response
4. Scene Care
5. Care in Transit
6. Transfer

Information Sources

http://en.wikipedia.org/wiki/Star_of_Life

http://www.ehow.com/about_5564827_advances-medical-technology.html

<http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm>

<http://www.bls.gov/oes/current/oes292071.htm>

http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_038084.hcsp?dDocName=bok1_038084