EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

MEDICAL BILLING AND CODING WITH MEDICAL TERMINOLOGY

300 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD081** || Course Cost: **$1895**

OVERVIEW

Excelsior College has partnered with ed2go to bring you the nationally recognized Medical Billing and Coding with Medical Terminology program which will give you the skills to find a job as a Medical Billing Specialist, Medical Coder, and/or Medical Office Manager.

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the national certification exam.

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing, According to the American Medical Association, there are more than 1.2 million Medical Billers and Coders in the United States. This profession is listed as one of the fastest growing professions in allied health.

In addition to the skills already mentioned, the MBC course includes legal, ethical, and regulatory concepts – including HIPAA compliance requirements, industry- specific techniques for filing insurance, and performing diagnostic and procedural coding tasks.

The Medical Billing and Coding with Medical Terminology program will give students both the complete MBC program plus a 60 hour Medical Terminology course.

OBJECTIVES

Upon successful completion of the Medical Billing and Coding with Medical Terminology program, students will:

- Display a working knowledge of Medical Terminology
- Understand the differences between Commercial, HMO/PPO, Federal and State insurance plans, including eligibility and coverage, preauthorization, certification, and referrals, as well as reimbursement methodologies.
- Explain the legal and ethical responsibilities of an administrative medical specialist, including the HIPAA mandates, the rules for maintaining privacy of medical records and protected health information, and the types of consents and disclosures that are required in a medical office environment.
- Perform tasks associated with billing and reimbursement, including insurance and patient billing, payment processing, and claims review, correction, and appeals.
- Perform traditional business office tasks for Accounts Receivable, Accounts Payable, and bookkeeping maintenance.

- Demonstrate a proficiency in diagnostic and procedural coding using the ICD-9, CPT, and HCPCS coding manuals.
- Be prepared to take advanced education courses, including advanced coding, healthcare administration, and health information management.

MATERIALS INCLUDED

Excelsior College / ed2go will provide the following materials:

- *Understanding Health Insurance: A Guide to Insurance Billing (Green, Rowell, Williamson)*
- *Current Year's CPT Coding Manual*
- *Current Year's ICD-9-CM Coding Manual*
- *Merriam-Webster's Medical Desk Dictionary*
- *Medical Terminology for Health Professions, 6th Edition*

OUTLINE

I. Lesson 1 - Introduction to MBC

II. Lesson 2 – Law, Ethics & HIPAA
- A. Health Insurance Portability and Accountability Act (HIPAA)
- B. Law & Ethics

III. Lesson 3: Billing & Reimbursement
- A. Billing & Reimbursement
  - i. CMS-1500 Claim Form (Provider)
- B. Insurance Carriers
  - i. Blue Cross/Blue Shield
  - ii. Medicare
  - iii. Medicaid
  - iv. TRICARE
  - v. Worker's Compensation
- C. Reimbursement & Follow-up

IV. Lesson 4 - Diagnostic Coding
- A. Diagnosis Coding Overview
- B. Abstracting from the Medical Document
- C. ICD9 Conventions, Layout and Guidelines
- D. Steps for Diagnostic Coding
- E. ICD9 Guidelines by Body System

V. Lesson 5 - Procedural Coding
- A. CPT Overview
- B. Evaluation & Management Coding
- C. Anesthesia Coding
- D. Surgery Coding (by body and organ system)
- E. Laboratory & Pathology Coding
- F. Radiology Coding
- G. Medicine Coding
- H. HCPCS Level II Coding

VI. Lesson 6 – Completion & Certification Prep

A. Instructions for marking course complete
B. Employment Strategies
C. Certification
   i. Steps to access National Healthcareers Association
      a. Certification preparation module
      b. Certification handbook and study guide
      c. Certification exam

Medical Terminology

I. Unit 1: Your Foundation in Medical Terminology

A. Lesson 1: The Fundamentals of Medical Terminology
B. Lesson 2: Practicing What You've Learned - The Fundamentals of Medical Terminology
C. Lesson 3: Getting to Know the Human Body
D. Lesson 4: Practicing What You've Learned - Overview of the Human Body
E. Lesson 5: What Have You Learned?

II. Unit 2: The Skelatal and Muscular Systems

A. Lesson 1: What Makes Up a Skeleton?
B. Lesson 2: Practicing What You've Learned - What Makes Up a Skeleton?
C. Lesson 3: Flex Some Muscle
D. Lesson 4: Practicing What You've Learned - Flex Some Muscle
E. Lesson 5: What Have You Learned?

III. Unit 3: The Cardiovascular and Respiratory Systems

A. Lesson 1: Getting to the Heart of Things
B. Lesson 2: Practicing What You've Learned - Getting to the Heart of Things
C. Lesson 3: Take a Deep Breath
D. Lesson 4: Practicing What You've Learned - Take a Deep Breath
E. Lesson 5: What Have You Learned?

IV. Unit 4: The Digestive, Urinary, and Reproductive Systems

A. Lesson 1: Going for the Gut
B. Lesson 2: Practicing What You've Learned - Going for the Gut
C. Lesson 3: When Nature Calls
D. Lesson 4: Practicing What You've Learned - When Nature Calls
E. Lesson 5: The Birds and the Bees
F. Lesson 6: Practicing What You've Learned - The Birds and the Bees
G. Lesson 7: What Have You Learned?

V. Unit 5: Nervous and Integumentary Systems and Special Senses

A. Lesson 1: You've Got Some Nerve
B. Lesson 2: Practicing What You've Learned - You've Got Some Nerve
C. Lesson 3: Now Hear (and See) This!
D. Lesson 4: Practicing What You've Learned - Now Hear (and See) This!
E. Lesson 5: Slip Me Some Skin
F. Lesson 6: Practicing What You've Learned - Slip Me Some Skin
G. Lesson 7: What Have You Learned?

Outlines are subject to change.
For more information, visit our Web site at: **www.excelsior.edu/CPD**,
email **CPD@excelsior.edu**, or call: **888-647-2388 ext 11-8211**

VI. Unit 6: The Lymphatic, Immune, and Endocrine Systems

A. Lesson 1: Protection Against Infection
B. Lesson 2: Practicing What You've Learned - Protection Against Infection
C. Lesson 3: Learning About Hormones
D. Lesson 4: Practicing What You've Learned - Learning About Hormones
E. Lesson 5: What Have You Learned?

COMPUTER REQUIREMENTS

Important Note: You can take this program on a PC or Mac. However, if you are using a Mac, you will not be able to use the optional StudyWare included in the textbook.

This program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Technical Requirements:

- IBM Compatible (PC) computer running Windows 98 or any later version up to Windows XP and Windows Vista. The Medical Terminology portion of this program is compatible with both Windows 7 and IE9
- CD ROM drive (for the software on CD in the back of your textbook)
- Students need to have access to a word-processing program, preferably Microsoft Word
- Students must have internet access. While the program will work from a dial-up connection, high-speed Internet access (like DSL or Cable) is recommended.
- Sound card or integrated sound support
- Headset/ Speakers

INSTRUCTOR BIO

Felisha Bochantin has been in the medical coding industry since 1994. She currently holds a bachelor's degree in Health Care Administration. Felisha is a Certified Professional Medical Coder, Certified Professional Medical Coder- Hospitals and a Certified Professional Medical Coding Curriculum Instructor, and is a member of the AAPC and AHIMA. She has an extensive background in teaching a variety of medical billing and coding core courses as well as general education courses. Her experience includes: administrative billing, correct coding and compliance auditing for inpatient, and outpatient and physician offices. Felisha has instructed and designed core curriculum for medical coding certification programs. In addition to her adjunct teaching schedule, she is employed full time by a large health care payer.

LaTisha Cottingham has over 18 years of experience in the healthcare industry. She has four years of teaching experience in the field of medical billing and coding and Medical Assisting. Currently she is employed as the lead instructor for the Allied Health Department for a local career institute. LaTisha's field of expertise is in the area of physician-based inpatient coding and Emergency Department coding. The certifications that she holds are: a Registered Health Information Technician (RHIT), a Certified Professional Coder (CPC), and a Certified Clinical Medical Assistant (CCMA). LaTisha is a member of the American Academy of Professional Coders (AAPC) and the National Healthcare Association (NHA) where she is a test proctor.

Ms. Dalgleish has worked in medical office administration, including billing and coding, for over 30 years. She holds a bachelor's degree in Business Information Systems and a master's degree in Leadership. She is an AHIMA Approved ICD-10-CM/PCS Trainer and is a member of the American Health Information Management Association (AHIMA) and the American Association of Healthcare Administrative Management (AAHAM). She owns her own consulting firm, AnnGrant Education Services, Inc. She is currently completing a textbook on the new ICD-10 coding system and is completing a bachelor's degree in Health Information Management with a Registered Health Information Administrator (RHIA) certification.

LaTrisha Howard has over 10 years experience in the healthcare industry. Ms. Howard has expertise in coding Inpatient, Outpatient, and ER medical records. In addition to Ms. Howard's experience in coding, she has experience in chart auditing and physician education.

She is currently working as an ER Coder/Auditor for a physician billing and consulting service, and currently holds the CCS and CPC certification, as well as being a member of AHIMA and AAPC.

Mrs. Shonda Miles is a Certified Professional Coder, Certified Professional Medical Auditor, and holds an Executive Masters of Business Administration, Master's Degree in Business Administration with a concentration in Human Resources and a Bachelor's degree in Business Administration (Management).

Shonda Miles has over 6 ½ years in the healthcare industry. Mrs. Miles has expertise in coding and chart auditing Inpatient, Outpatient, and ER medical records. She is a member of AAPC, NAMAS and ACHE. She is currently employed with a university hospital as a Compliance Auditor.

Shonda Miles currently teaches in the Administrative Medical Specialist and Medical Billing and Coding Programs. She resides in Shreveport, LA with her husband, Dameon and three sons.

April Raines currently teaches in the Administrative Medical Specialist and Medical Billing & Coding Programs. She resides in Albany, Georgia with her husband, Gabriel, and two sons, Justin and Jordan.

April attended Albany State University where she earned a BS in Allied Health Sciences and Healthcare Administration. She later received an MBA in Healthcare Management from American Intercontinental University.

During her role as Business Office Manager at the Phoebe Cancer Center, she received her Certification from the Healthcare Financial Management Association in Patient Accounting. Her professional experience includes management of Patient Access, Medical Records, and Patient Accounting/Business Office functions.

April is a member and Co-Chair of the Georgia Society of Clinical Oncology Administrators' Association, National Association of Healthcare Executives, and Oncology Nursing Society.

In addition to her service at the Phoebe Cancer Center and ed2go, April is also adjunct faculty at University of Phoenix and Anthem College. In her free time, April enjoys reading, shopping, traveling, and spending time with family and friends

Marguerite Spence has served as a Health Information Specialist since 1997. She is currently a corporate compliance auditor at a medical center in New York. Ms. Spence simultaneously operates a consulting company where she hires consultants for professional training of medical staff and offers a workshop regarding guidelines and regulations for documentation and coding. Ms. Spence also teaches CPC prep classes at the City University of New York.

Ms. Spence is a certified professional coder. She is a member of AAPC and AMBA.

Ms. Spence is admired by students, doctors, and administrators for her knowledge, skills, and training methods. She is also the proud mother of a Magna Cum Laude graduate of Morgan State University.

Lydia S. Stewart, RN, BSN received her Bachelor of Science Degree in Nursing from McNeese State University in Lake Charles, La. Lydia currently serves as the Revenue Cycle Manager at a large regional medical center in Northeast Louisiana. Lydia has been a Registered Nurse for 23 years, 15 of those years specializing in Critical Care Nursing and supervision.

Lydia has mentored hundreds of nurses throughout the course of her nursing career. She is responsible for Medical Audits, Charge Capture, and governmental compliance audits and reviews. She performs revenue cycle fundamental and charging education to department directors and hospital staff. Lydia collaborates with the business office to rectify billing edit issues. She performs managed care reviews for accurate payment. Lydia also serves as an independent chargemaster and reimbursement consultant to area outpatient service centers. Lydia is a member of the Louisiana Medical Auditor Association and HFMA.

Lydia enjoys reading, spending time with family, elderly parents and brilliant Boxers Venus and Pluto. She resides in Monroe, La. with her husband and son.