

Practice Medical Coding and Billing

Course Design

2005-2006

Course Information

Organization	EASTERN ARIZONA COLLEGE
Division	Allied Health
Course Number	HCE 150
Title	Practice Medical Coding and Billing
Credits	3
Developed by	Dr. Siripoon
Lecture/Lab Ratio	2 hours lecture and 2 hours lab per week
Transfer Status	Non-transferable
Activity Course	No
CIP Code	51.0800
Assessment Mode	Pre/Post Test (50 Questions/50 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

This is an elective course for students who are interested in medical coding and billing.

Description

This course is focused on skills necessary to perform medical coding and billing duties. The student will practice in a medical office or a computer simulation of a medical office regarding integrated administrative procedures, medical coding, insurance billing and collection.

Supplies

None

Competencies and Performance Standards

1. Acquaint self with the medical coding

Learning objectives

What you will learn as you master the competency:

- a. Identify three primary coding systems used for physician reimbursement.
- b. Define "medical necessity."
- c. Differentiate between fraud and abuse.
- d. State the intent of a compliance plan.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

2. Apply ICD-9-CM Coding

Learning objectives

What you will learn as you master the competency:

- a. Identify diagnostic codes as three-, four-, or five-digit codes.
- b. Recognize supplementary classifications with V and E codes.
- c. Interpret coding conventions.
- d. Apply coding guidelines for correct code assignment.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

3. Demonstrate skills in CPT® and HCPCS Coding

Learning objectives

What you will learn as you master the competency:

- a. Differentiate ICD-9, CPT®, and HCPCS codes and what each is used for.
- b. Apply coding guidelines to CPT® surgical procedure codes.
- c. Calculate basic medical dosages to correctly assign HCPCS "J" codes.
- d. Recognize basic CPT® and HCPCS terminology.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

4. Demonstrate skill in Evaluation and Management Services

Learning objectives

What you will learn as you master the competency:

- a. Assign Evaluation and Management codes.
- b. Understand the basic requirements of the 1995 and 1997 Documentation Guidelines.
- c. Describe how time is used as a controlling factor for Evaluation and Management coding.
- d. Assign modifiers to Evaluation and Management coding.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

5. Assign codes for various healthcare services

Learning objectives

What you will learn as you master the competency:

- a. Assign anesthesia codes according to AMA and ASA guidelines.
- b. Assign CPT® codes to surgery.
- c. Assign ICD-9-CM, CPT® and E/M codes to integumentary system.
- d. Assign ICD-9-CM and CPT® codes to musculoskeletal system.
- e. Assign ICD-9-CM and CPT® codes to respiratory system.
- f. Assign ICD-9-CM and CPT® codes to cardiovascular system.
- g. Assign ICD-9-CM and CPT® codes to hemic and lymphatic systems, endocrine system.
- h. Assign ICD-9-CM and CPT® codes to digestive system.
- i. Assign ICD-9-CM and CPT® codes to urinary system.
- j. Assign ICD-9-CM and CPT® codes to reproductive system.
- k. Assign ICD-9-CM and CPT® codes to maternity and delivery.
- l. Assign ICD-9-CM and CPT® codes to nervous system.
- m. Assign ICD-9-CM and CPT® codes to eye and ear.
- n. Assign ICD-9-CM and CPT® codes to radiology services.
- o. Assign ICD-9-CM and CPT® codes to pathology and laboratory services
- p. Assign ICD-9-CM and CPT® codes to medical services.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

6. Master Billing and Reimbursement

Learning objectives

What you will learn as you master the competency:

- a. Recognize the importance of team effort in billing functions.
- b. Identify methods to help streamline billing efficiency in the medical office.
- c. Distinguish the characteristics of a well-developed superbill.
- d. State the difference between an appeal and a corrected claim.

Performance Standards

Competence will be demonstrated:

- o in completion of course assignments and tests

Performance will be satisfactory when:

- o learner participates in class activities

Types of Instruction

Classroom Presentation & Demonstration

Actual Work Experience

Grading Information

Grading Rationale

Written tests, posttest, final exam and skill evaluation will be given.

Outline of Skill Evaluation:

1. Given a scenario on patient receiving medical care, student will be able to perform medical coding accurately and bill to appropriate medical insurance agency.
2. Students know how to read and interpret different types of medical records: such as anesthesia record, surgical operation record, and diagnostic procedure in order to perform medical coding and billing.

Grading Scale

A	90-100%
B	80-89.99%
C	70-79.99%
D	60-69.99%
F	0-59.99%