

# Practice Medical Coding and Billing

## Course Design

2005-2006

### **Course Information**

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

### **Prerequisites**

None

### **Educational Value**

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

### **Goals**

- 1 Students will demonstrate knowledge and skills necessary for coding and billing requirements.

### **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.

## **Textbooks**

Austin, Peg and Mettler, Anne. *Medical Office Coding*. Publisher: Prentice Hall Health. Year: 2006. Required

Moisio, Marie A. *A Guide to Health Insurance Billing*. Edition: 2nd. Publisher: Thomson Delmar Learning. Year: 2006. Not Required

## **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**

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%