EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

MEDICAL BILLING AND CODING

240 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD080**

OVERVIEW

Excelsior College has partnered with ed2go to bring you the Medical Billing and Coding 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.

Upon successful completion of this program, you'll be prepared for an entry-level position doing medical billing or coding in a medical office setting. You'll also be eligible to register, prepare for, and take the National Healthcareer Association (NHA)'s Certified Billing and Coding Specialist (CBCS) certification examination.

OBJECTIVES

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

- Understand what medical billers and coders do and know important facts about HIPAA and other healthcare laws.
- Grasp the steps of diagnostic coding and be able to navigate through the ICD-9-CM coding manual.
- Master diagnostic coding for all body systems, newborn conditions, signs and systems, ill-defined conditions, injury, poisoning, V codes, and E codes.
- Know how to use the CPT coding manual to code procedures, services, and treatments; Evaluation and Management (E/M) encounters; and radiology, pathology, and laboratory services.
- Understand the Healthcare Procedural Coding System (HCPCS).

- Gain a mastery of the types of health insurance, be able to complete a health insurance claim form (CMS 1500), and know how providers are reimbursed for their services

MATERIALS INCLUDED

You will also receive the following materials:

- *Understanding Health Insurance (UHI)*, 10th edition
- *2012 Educational ICD-9-CM, Volume 1, 2, and 3, and HCPCS Level II*, 1st edition
- *CPT Standard 2012*, 1st edition
- *Merriam-Webster's Medical Desk Dictionary*, 3rd edition

OUTLINE

Lesson 1: Introduction to Healthcare

- Medical Introduction and Overview
- Health Insurance Portability and Accountability Act (HIPAA)
- Laws and Ethics

Lesson 2: ICD-9-CM Overview

- ICD-9-CM Coding Manual Layout and Structure
- ICD-9-CM Coding Manual Conventions
- Abstracting from the Medical Records
- Steps for Diagnostic Coding Using the ICD-9-CM

Lesson 3: ICD-9-CM Diagnostic Coding I

- General Coding Guidelines for all Chapters in the ICD-9-CM
- Coding Infectious and Parasitic Diseases
- Coding Neoplasms

Lesson 4: ICD-9-CM Diagnostic Coding II

- Coding Endocrine, Nutritional, and Metabolic and Immunity Disorders
- Coding Diseases of the Blood and Blood-Forming Organs
- Coding Mental, Behavioral, and Neurodevelopmental Disorders
- Coding Diseases of the Nervous System and Sense Organs
- Coding Diseases of the Circulatory System
- Coding Disease of the Respiratory System
- Coding Diseases of the Digestive System
- Coding Diseases of the Genitourinary System

Lesson 5: ICD-9-CM Diagnostic Coding III

- Coding Complications of Pregnancy, Childbirth, and the Puerperium
- Coding Diseases of the Skin and Subcutaneous Tissue
- Coding Diseases of the Musculoskeletal System and Connective Tissues

- Coding Congenital Anomalies
- Coding Certain Conditions Originating in the Perinatal Period

Lesson 6: ICD-9-CM Diagnostic Coding V and E Codes

- Coding Supplementary Classification of Factors Influencing Health Status and Contact with Health Services
- Coding Supplementary Classification of External Causes of Injury and Poisoning
- Coding ICD-9-CM Volume 3 Procedures

Lesson 7: ICD-9-CM Guidelines Sections II-IV and Appendix I

- ICD-9-CM Guidelines Sections II: Selection of Principal Diagnosis
- ICD-9-CM Guidelines Section III: Reporting Additional Diagnoses
- ICD-9-CM Guidelines Section IV: Diagnostic Coding and Reporting Guidelines for Outpatient Services
- ICD-9-CM Guidelines Appendix I: Present on Admission

Lesson 8: Current Procedural Terminology (CPT) Introduction

- CPT Coding Manual Layout
- CPT Coding Manual Conventions
- CPT Procedural Coding Steps
- Coding Evaluation and Management (E&M) Services

Lesson 9: CPT Procedural Coding I

- Coding Anesthesia Services
- Coding Surgery Services
    - Integumentary System
    - Musculoskeletal System
    - Respiratory System
    - Cardiovascular System

Lesson 10: CPT Procedural Coding II

- Coding Surgery Services
    - Hemic and Lymphatic Systems
    - Mediastinum and Diaphragm
    - Digestive System
    - Urinary System
    - Male and Female Genital System
    - Reproductive System
    - Intersex Surgery
    - Maternity Care and Delivery
    - Endocrine System
    - Nervous System
    - Eye and Ocular Adnexa
    - Auditory System

- Operating Microscope

Lesson 11: CPT Procedural Coding II and HCPCS

- Laboratory and Pathology Coding
- Radiology Coding
- Medicine Coding
- HCPCS Level II Coding
- Coding for Medical Necessity

Lesson 12: Billing and Reimbursement

- Medical Insurance Overview
- Insurance Carriers
  - Blue Cross/Blue Shield
  - Medicare
  - Medicaid
  - TRICARE
  - Worker's Compensation
  - Billing and Reimbursement
  - CMS-1500 Medical Insurance Claim Form
  - Reimbursement and Follow-up

Completion and Certification

COMPUTER REQUIREMENTS

- This program is compatible with Windows XP and later versions of Windows.
- This program can be taken from either a Mac or a PC.
- This program is compatible with Internet Explorer (version 7 and later) and the latest versions of Firefox, Mozilla, Safari, and Chrome.
- To take this course, you need than an Internet connection, email capability, Adobe Flash Player, Adobe Reader, and computer speakers.

INSTRUCTOR BIOS

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.

Carline 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.

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.