Medical Coding & Billing Professional

LEARNING OBJECTIVES

Developed by professionals with real-world experience in the field, the online Medical Coding and Billing Professional Program is designed to help you confidently take the next steps toward a new career and prepare for Certified Professional Coder (CPC) certification.

Program Orientation: Medical Coding and Billing Professional

- Initiate the Medical Billing and Coding Professional program.

Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of health care delivery and settings in the United States.
- Delineate career opportunities for health information management professionals.

Digital Technology

- Have a basic understanding of the internet and evaluated hardware.
- Understand and be able to use various programs and apps .
- Be able to explain privacy and digital security in digital technology.
- Describe the fundamentals of input and output
- Have an understanding of network devices.
- Use technology to help you find a career.

Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts.
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems.
- Interpret common abbreviations used in medical terminology and cautions to remember when using them.

Law, Liability, and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the health care workplace.
- Describe how law flows from the constitution to the courtroom
- Identify criminal acts and intentional torts
- Recognize what makes a contract and who can contract.
- Identify medical malpractice and other lawsuits.
- Explain the characteristics, ownership, and confidentiality of the health record.
- Recognize the importance of the laws and ethics of patient confidentiality.
- Explain professional ethics and how they apply to patients.
- Recognize ethical issues surrounding the beginning of life.
- Recognize ethical issues surrounding death and dying.

Anatomy and Physiology Essentials

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.
- Compare various risk factors leading to high mortality and morbidity.
- Describe the components of cell structure and their functions.
- Summarize how infectious agents affect cellular growth and function.
- Define basic anatomical terms.

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Health Information Management

- Identify data sources by describing types of medical records and the information found in each record.
- Describe the role medical records take in coding and billing.
- Describe the structure and use of health information.
- Identify record data collection tools.
- Discuss healthcare data sets.
- Discuss appropriate health record documentation.
- Describe data quality and integrity.
- Discuss health information systems, including specialty coding systems.
- Describe the archival, retrieval, and imaging systems used in health information.
- Identify data retrieval, maintenance, security, and integrity processes.
- Discuss the evolution of the electronic health record (EHR) and the personal health record (PHR).

Comprehensive Electronic Health Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling a patient.
- Review clinical information reporting.
- Explore revenue cycle and financial reporting.

Outpatient Coding

- Accurately assign and sequence ICD-10-CM diagnostic codes for inpatient, outpatient, and physician services according to the official coding guidelines.
- Differentiate reimbursement systems for various programs, including private insurance and contracts, managed care, Medicare, Medicaid, Workers' Compensation, and other disabilities.
- Understand the difference between CPT, ICD, and HCPCS coding systems and identify their appropriate use in health records
- Describe the key elements of the Healthcare Insurance Portability and Accountability Act (HIPAA) and its impact on healthcare professionals
- Explain the differences between the Inpatient Prospective Payment System (IPPS) and the Outpatient Prospective Payment System (OPPS).

Medical Billing

- Explain health insurance careers, opportunities, and expectations.
- Differentiate between major health insurance programs, government-sponsored health benefit programs, and related federal health care legislation.
- Explain revenue cycle management.
- Demonstrate basic principles of national diagnosis and procedure/service coding and compliance systems.
- Explain Impact of coding compliance, clinical documentation improvement (CDI), and coding for medical necessity in health care settings.
- Demonstrate understanding of how to complete CMS-1500 and UB-04 claims and payer-specific claims.

Program Completion: Outpatient Coding

- Prepare to take the next steps after program completion.