



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-10

(i.e. 2003-2004)

NEXT REVIEW: 2014-15

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Medical Billing and Coding I

COMMON COURSE NUMBER: OST 2452

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 48

Lab:

Clinic:

Other:

PREREQUISITE(S): OST 1257C Medical Terminology

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION : This course provides introductory knowledge and skills needed to work in a variety of medical billing and coding positions in the medical field. Topics include the fundamentals of insurance, billing, coding, reimbursement, and billing and coding careers.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

- 1. Introduction to Billing and Coding Careers**
- 2. Managed Care**
- 3. Medical Contracts and Ethics**
- 4. ICD-9 Medical Coding**
- 5. CPT and Place of Service Coding**
- 6. Coding Procedures and Services**
- 7. HCPCS and Coding Compliance**
- 8. Auditing**

EVALUATION:

Students will be assessed by, but not limited to, written assignments, simulated exercises, discussions, quizzes, exams, and projects.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force

Common Course Number: OST 2452

UNITS

Unit 1

General Outcome:

- 1.0 The student shall: understand the responsibilities a medical biller has as part of the medical team.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 List the job responsibilities of a medical biller**
- 1.2 List the different types of healthcare setting**
- 1.3 Discuss HIPPA exceptions and privacy guidelines**
- 1.4 Understand how disclaimers are used**
- 1.5 Describe instances in which the patient should be notified**
- 1.6 Describe instances in which the patient chart is notated**
- 1.7 List the most common causes of fraud**
- 1.8 Discuss options available for certification**

Common Course Number: OST 2452

Unit 2

General Outcome:

- 2.0 The student shall: know and understand the different types of insurance plans and coverage, and the types of managed care facilities available to patients.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 analyze and discuss the history of healthcare in America**
- 2.2 discuss how managed care affects providers, healthcare employees and patients**
- 2.3 demonstrate how to calculate the financial responsibility of the patient**
- 2.4 identify and differentiate between various managed care plans**
- 2.5 recognize different types of insurance coverage**

Common Course Number: OST 2452

Unit 3

General Outcome:

- 3.0 The student shall: provide the student with an understanding of the responsibilities of the medical biller/coder in regard to filing insurance claims.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 distinguish between the key elements of a managed care contract are**
- 3.2 identify the covered services for patients**
- 3.3 recognize the importance of the HIPAA code of ethics**
- 3.4 define terminology in a managed care contract in order to be able to present to the patient**
- 3.5 describe the importance of medical ethics for the medical coder/biller.**

Common Course Number: OST 2452

Unit 4

General Outcome:

- 4.0 The student shall: be able to perform diagnostic coding and procedural coding by properly utilizing the ICD-9-CM guidelines.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 evaluate the purpose of the ICD-9-CM**
- 4.2 define abbreviations, symbols, typefaces, punctuation, and formatting principles used**
- 4.3 utilize the correct ICD-9-CM to find proper code**
- 4.4 list the 9 steps of accurate ICD-9-CM coding**

Common Course Number: OST 2452

Unit 5

General Outcome:

5.0 The student shall: be able to understand the use of procedure codes and modifiers.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 explain the 3 types of CPT categories**
- 5.2 predict when to use modifiers**
- 5.3 distinguish between a new and established patient**
- 5.4 determine the correct evaluation and management (E/M) code**

Common Course Number: OST 2452

Unit 6

General Outcome:

- 6.0 The student shall: be able to properly use CPT® index for reporting procedures and services performed in the healthcare facility.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 utilize the CPT® index**
- 6.2 interpret the four classes of entries in the CPT index**
- 6.3 utilize the add-on codes properly**
- 6.4 apply coding guidelines to check for accuracy**

Common Course Number: OST 2452

Unit 7

General Outcome:

- 7.0 The student shall: students shall understand the method used by healthcare providers and medical suppliers to report services, procedures and supplies, as well as, understand why and how to keep patient data secure.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 distinguish between the three levels of the Health Care Procedure Coding System**
- 7.2 apply HCPCS modifiers**
- 7.3 analyze coding for accuracy**
- 7.4 interpret federal laws, regulations and penalties regarding coding compliance**
- 7.5 discuss the National Correct Coding initiative**

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Unit 8

General Outcome:

- 8.0 The student shall: understand the need to perform an audit to prevent coding errors.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 execute a coding audit**
- 8.2 review and analyze medical records**
- 8.3 demonstrate the ability to review documentation for coding accuracy**