



**Great Basin College
Professional Medical Coding and Billing Program
Certificate of Achievement**

**For more information,
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Great Basin College**

Program Coordinator has to approve enrollment in this certificate.

**To receive the certificate, you have to complete
All the MCODE classes and the
Office Procedures and English class.**

**Professional Medical Coding and Billing Program
Certificate of Achievement**

Course must be taken in continuous sequence and completed within a two consecutive semester period.

Student Learning Outcomes

Outpatient Medical Coding and Billing course is designed to help you gain the knowledge and skills in outpatient medical coding and billing, making you more flexible and marketable after graduation,

Graduates of this certificate program will have the knowledge and skills to:

- Use medical terms correctly
- Apply rules of grammar, punctuation, and spelling
- Utilize the skills needed to complete common insurance forms.
- Have the skills required to solve insurance problems.
- Familiarity with CPT, ICD-10 and basic claims processes for medical insurance and third-party reimbursements.
- Understanding how to manually file claims using the CPT and ICD-10 manuals.
- Know how to find the service and codes using the CPT, ICD-10 and HCPCS manuals.
- Have the skill to trace delinquent claims, appeal denied claims and using generic forms to streamline billing procedures.
- Have the understanding of the common types of medical insurance and computerized medical billing systems.
- Mastering medical terminology and basic anatomy
- Applying standardized codes specific to outpatient coding
- Coding real-life outpatient medical records

The Certificate of Achievement in Medical Coding and Billing is a field of study offered by Great Basin College. Medical Coding & Billing online training program prepares you to fill positions for medical coding and billing professionals. GBC is an academic partner with Career Step, located in Springville, Utah, to deliver all MCOD courses online. The Medical Coding and Billing online training program consists of 17 course modules divided into seven classes.

This career offers an established career path for advancement, especially in large hospital networks, and leading industry organizations report that, on average, medical coding and billing professionals with one credential earn over \$55,000 a year. Medical coding and billing professionals can also increase their earning potential by earning additional industry certifications.

The 2022 edition of the Occupational Outlook Handbook, published by the U.S. Department of Labor, estimates:

- A growing job market as industry employment is projected to increase by 8%. In addition to these new jobs, there will also be open positions as people retire or leave the profession and facilities.
- A high demand for coding services, sustained by an aging population; the increasing number of medical tests, treatments, and procedures; the existing shortage of medical coders; and the transition to ICD-10 codes.
- A growing number of professionals needed in the field to code patients' records; act as liaisons between healthcare facilities, insurance companies, and other establishments; and manage the responsibilities associated with electronic health records.

Skilled medical coding and billing technicians are in high demand for various factors:

- There has been a rapid increase in medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies, regulators, courts, and consumers.
- Patient information must be entered into computer databases to comply with Federal legislation requiring the use of electronic patient records.
- Healthcare facilities are having difficulty attracting qualified workers, mostly because of the lack of formal training programs and sufficient resources to provide on-the-job training for coders.

All of these factors have combined to create a huge potential job market for qualified medical records technicians, and this online course will provide you with the skill set and expertise that will make you irresistible to prospective healthcare employers.

Certification Exam:

The courses are specifically designed to prepare students for national, entry-level coding certification exams, even though certification is not required as a prerequisite by all employers. The exams most commonly taken directly after graduation by Career Step graduates are the Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC) and the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA).

Although graduation from the Medical Coding and Billing training program does not automatically award you a coding credential, the course is specifically designed to help you gain the foundation and skills you need to earn the appropriate credentials—in a recent Career Step survey, 100% of respondents who had taken a certification exam after graduation from Career Step's training programs reported passing the exam and earning their credential.

Graduates are also prepared for the Certified Professional Coder – Hospital (CPC-H) exam and have the theoretical background necessary for the Certified Coding Specialist (CCS) exam, although AHIMA recommends that candidates for this exam have at least 2 years of work experience.

Program requirements must be met with an average minimum score of 85% or higher for the MCOD classes.

- ✓ All parts of all modules have to be completed.
- ✓ Complete Modules in sequence.
- ✓ All quizzes, tests, and exams must be passed with at least an 85%
- ✓ You can retake the assessment several times.
- ✓ Schedule will be sent out at the beginning of the semester
- ✓ No incompletes are given for this certificate.
- ✓ There are due dates on all modules.
- ✓ If you do not complete all modules each semester, you cannot pass any of the MCOD classes.
- ✓ Books for the MCOD are included into the tuition.

Certificate of Achievement in Medical Coding and Billing

SEMESTER I

English 101 preferred. Will accept ENG 100 or ENG 103 (Taught in WebCampus)	3
MCOD 110 - Introduction to Medical Coding and Billing	3
MCOD 120 - Medical Terminology and Healthcare Environment	3
MCOD 130 - Introduction to Anatomy, Pathophysiology, Disease Processes and Pharmacology.	5
MCOD 140 – Health Care Structure and Medical Record Content	3

17 credits

SEMESTER II

COT 240 Executive Office Procedures (taught in WebCampus)	3
MCOD 200 - Introduction Diagnostic Coding	3
MCOD 210 - Exploring Reimbursement and Procedural Coding and Billing	5
MCOD 220 - Skill Building for Outpatient Coding	6

17 credits

CERTIFICATE PROGRAM TOTAL

34 credits

Total credits of 34 for the program.

Program requirements must be met with a score of 85% or higher in all areas for the MCODE modules.

Courses are taught in module format.
You have to receive an 85% in each area of the module. All areas in each module have to be completed.

Medical Coding for Outpatient & Inpatient Services	HOURS
Block 1	326
Pre-Assessment Test 1 for NC	
Program Orientation	1
Digital Technology	7
Introduction to Healthcare	15
Law, Liability and Ethics for Healthcare	27
Comprehensive Medical Terminology	57
Comprehensive Electronic Health Records	66
Anatomy and Physiology	47
Comprehensive Pharmacology	19
Health Information Management	31
Career Success in Healthcare	40
Block 2	323
Pre-Assessment Test 2 for NC	
Outpatient Coding 2023	138
Medical Billing 2023	85
Federal Qualified Health Centers (FQHC)	7
Telehealth for Coding Professionals	6
Inpatient Coding 2023	35
Advanced Inpatient Coding	61
Program Completion: Medical Coding	3
TOTAL HOURS	645

Certification Exam to be taken by end of spring semester

Semester 1 – Fall (Tentative course listing)

Your program is broken down into manageable modules for each area of study. In addition, each module is made up of individual units to help you plan and pace your learning. As you master the concepts and apply your knowledge in each module and throughout the program, you will gain the skills and the experience to successfully pursue a career as a medical coder/biller. Modules vary in length; some are quite long and contain many units. Other modules are short and contain only a few units.

An outline and brief description of each module is provided to give you an overview of the program.

Program Orientation

At the conclusion of this program, the learner will be able to:

- Accurately assign and sequence ICD-10-CM diagnostic codes for inpatient, outpatient, and physician services according to the official coding guidelines.
- Understand the difference between ICD, CPT, 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 Inpatient prospective payment system (IPPS) and the Outpatient prospective payment system (OPPS).
- Identify health information management concepts common to allied health professionals.
- Describe characteristics of health care delivery and settings in the United States.
- Demonstrate how patient records are used and regulated.
- Revenue cycle and financial reporting.
- Explain the role of health information management as it relates to patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.
- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.

Digital Technology

At the conclusion of this program, the learner will be able to:

- 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

Introduction to Healthcare

At the conclusion of this module, the learner will be able to:

- 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

Law, Liability, and Ethics in Healthcare

At the conclusion of this module, the learner will be able to:

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the healthcare 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.

Comprehensive Medical Terminology

At the conclusion of this module, the learner will be able to:

- 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

Comprehensive Electronic Health Records

At the conclusion of this module, the learner will be able to:

- Demonstrate how patient records are used and regulated
- Complete tasks required for scheduling a patient
- Clinical information reporting
- Revenue cycle and financial reporting

Anatomy and Physiology Essentials

At the conclusion of this module, the learner will be able to:

- Be able to name and explain all of the systems of the body.
- Describe the structure of the epidermis, dermis, and hypodermis.
- Describe the process of osteogenesis.
- Identify the bones in cell formation.
- Describe the overall structure of the muscular system.
- Describe the general functions of the nervous system.
- Describe the major sources of carbohydrates, proteins, and lipids.
- List the general functions of the kidney.
- Identify the mechanisms of regulating water input and output.
- Describe the fetal stages and prenatal period.

Comprehensive Pharmacology

At the conclusion of this module, the learner will be able to:

- Define basic pharmacology terminology.
- Identify U.S. drug laws and explain their importance in patient care and health services documentation.
- Differentiate among drug classifications, routes of entry, mechanisms of action, and therapeutic treatments related to specific body systems and disease conditions.
- Identify medication side effects, precautions, contraindications, and interactions.
- Identify major drug standards, legislation, legal responsibilities of the health care practitioner when dispensing medications.
- Identify the major drug classification systems and differentiate among the various types of drug names with examples.
- Evaluate the standard and online pharmacological references in use today.
- Classify the sources of drugs, examine their pharmacokinetic processes, and analyze the variables that affect drug actions and effects.
- Analyze various drug forms, routes of delivery, and the supplies and techniques necessary for safe and appropriate administration.
- Identify commonly used medications and their characteristics.
- Identify the sources, mechanism of action, and indications for specific drug therapies.
- Analyze the side effects, precautions, contraindications, and interactions for specific medications.
- Assess the factors that influence the absorption and effectiveness of drugs.
- Analyze the physiological effects of prolonged drug use and discuss the responsibilities of a health care practitioner in addressing and treating drug abuse.
- Investigate recent actions taken by the government and by manufacturers for specific drugs.
- Identify the key factors involved in considering drug therapies for older adults.

Health Information Management

At the conclusion of this module, the learner will be able to:

- Explain the role of health information management in patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.
- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.
- Describe records storage and retrieval processes, including numbering and filing systems and record storage and circulation methods.
- Explain health record maintenance through the use of the master patient index and data collection, indexes, and registers.
- Identify the principles, professional practice standards, and regulations related to the use of the health record as a legal business record.
- Describe the processes and legal requirements for the release of personal health information.

Career Success in Healthcare

At the conclusion of this module, the learner will be able to:

- Relate the importance of good study habits to your personal success

- Lay the groundwork for becoming a successful lifelong learner
- Identify success strategies for online courses
- Develop strategies for “branding” or “showcasing” yourself as a successful student and a future employee
- Define “professionalism” and “success” in your own terms
- Identify traits related to self-motivation and self-esteem and the sources of your values
- Relate concepts of self-esteem, values, and attitudes toward your life
- Incorporate a positive and professional attitude in dealing with others
- Understand that failures are important learning tools
- Identify your own personal “brand.”
- Differentiate between long-, medium-, and short-range goals
- Assess and develop your time management skills
- Develop plans to enhance your creative and critical thinking
- Begin to integrate critical and creative thinking skills into your life
- Use an effective decision-making process to maximize your chances for success
- Contrast “good” and “bad” stress and recognize your personal stress signals
- Use the three-point system to effectively manage stress in your life
- List and describe the essential ingredients of the communication process
- Contrast the various types of nonverbal communication and describe the components of effective written communication
- Describe methods to maximize verbal, nonverbal, and written communication
- Develop optimal listening skills and use these skills to maximize your communication potential
- Understand the importance of and develop good customer relations skills
- Describe the health care system
- Describe and discuss organizational structure, communication channels, and lines of authority
- Develop an understanding of the factors that affect group dynamics and use these skills to maximize your leadership potential
- Discuss cultural competency
- List and explain the four stages involved with effective patient interaction and ways to properly prepare for the patient encounter
- Discuss special issues and concerns when interacting with patients and how to assess and satisfy the needs of the patient
- Develop an effective résumé and cover letter to secure the interview
- Prepare for the interview process and the skills needed to succeed in the interview process
- Fully develop the characteristics, attitudes, and interpersonal skills needed to succeed in the workplace
- Discuss workplace professionalism including showcasing your personal brand, first and last impressions and customer service
- Explain ethics and how they relate to health care professionals
- Define continuing education, certification and licensure

Semester 2 – Spring (Tentative course listing)

Outpatient Coding 2023

At the conclusion of this module, the learner will be able to:

- Recognize ICD-10-CM format, symbols, punctuation, and instructional notations.
- Accurately assign and sequence ICD-10-CM diagnostic codes for outpatient and physician services according to the official coding guidelines.
- Employ both manual and electronic resources to accurately code and sequence information from patient health records using the ICD-10-CM classification system.
- Describe the impact of reimbursement policies on individuals and healthcare providers
- Differentiate reimbursement systems for various programs, including private insurance and contracts, managed care, Medicare, Medicaid, Workers' Compensation, and other disability.
- Recognize the difference between CPT, ICD, and HCPCS coding systems and identify their appropriate use in health records
- Identify local, state, and federal statutes and regulations surrounding the control and use of health information.
- Describe the key elements of the Healthcare Insurance Portability and Accountability Act (HIPAA) and its impact on healthcare professionals
- Explain the Inpatient prospective payment system (IPPS) and the Outpatient prospective payment system (OPPS)

Medical Billing 2023

At the conclusion of this module, the learner will be able to:

- 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 the 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.

Federal Qualified Health Centers (FQHC)

At the conclusion of this module, the learner will be able to:

- Differentiate between FQHC and RHC policies and regulations
- Identify FQHC and RHC Staff
- Learn FQHC and RHC requirements.
- Describe services applicable to FQHC and RHC
- Understand the Medical Record requirements for FQHC and RHC
- Identify services included in Care Management in both programs.
- Describe shared resources of FQHC and RHC clinics.
- Identify payment types and coding requirements to avoid claim denial.
- Understand Advanced Care Planning and how to code appropriately.
- Describe and discuss virtual communication services for FQHC and RHC clinics

- Differentiate the billing process for FQHC and RHC from traditional billing.
- Discuss Telehealth Billing for FQHC and RHC services
- Explain COVID-19 Vaccines billing processes

Telehealth for Coding Professionals

At the conclusion of this module, the learner will be able to:

- Explain what telehealth is and when it is best used.
- Recall and define the various types of telehealth.
- Indicate the basics of the Public Health Emergency (PHE) Policy Update.
- Outline telehealth consent best practices.
- Recall how telehealth visits can be utilized by various populations.
- Identify and apply coding and billing practices related to telehealth.

Inpatient Coding 2023/ Advanced Inpatient Coding

At the conclusion of this module, the learner will be able to:









- Accurately assign and sequence ICD-10-CM diagnosis codes and ICD-10-PCS procedure codes according to official guidelines for inpatient services.
- Identify and describe different types of hospital facilities and their documentation and coding standards.
- Differentiate MS-DRG and APC assignments.
- Describe the query process and its impact on data integrity and reimbursement.

Program Completion: Medical Coding and Billing Professionals

At the conclusion of this module, the learner will be able to:

- Study key vocabulary and information using flashcards
- Review Certified Medical Coding and Billing Professional Exam and the Medical Coding and Billing Professional Practice Exam Instructions
- Learners will be able to test their knowledge and assess their readiness in a practice setting in preparation for the National Certification Exams
- Take the Certified Medical Coding and Billing Professional Exam and the Medical Coding and Billing Professional Certification Practice Exam

Introduction Page




Program Orientation: Medical Coding for Outpatient and Inpatient Services | CS-0848

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Program Orientation: Medical Coding for Outpatient and Inpatient Services - GREAT BASIN

Program Orientation: Medical Coding for Outpatient and Inpatient Services



Welcome

Welcome to your Medical Coding for Outpatient and Inpatient Services program! This program provides a foundational understanding and application of ICD-10-CM and PCS coding systems. Click the buttons below to begin.

Navigation

Program Map

Course Navigation









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