



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

**New semester for this Certificate
will begin Fall 2015**

For more information Contact:

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Program Coordinator
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Or
Your local campus**

Program Coordinator has to approve enrollment in this certificate.

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

On April 1st a bill was passed which included language delaying the implementation of ICD-10 to at least October 2015. This came as a surprise to the Medical Coding industry and adjustments are being made industry-wide. Career Step has always been an industry leader and our commitment to ensure that students are career-ready upon graduation will not change. Career Step is moving forward and will resume training in ICD-9 based on AHIMA's recommendations. AHIMA will resume testing in ICD-9 for at least the next year and AAPC will resume testing in ICD-9 until January 2016, at the earliest.

All new Coding students will be enrolled in the PMCB course with the Practicum coded for ICD-9. The PMCB course contains a more in-depth biomedical science section than our previous IOMCB course—this will make the students more marketable and they'll be prepared for the future transition to ICD-10. Students completing the PMCB for ICD-9 will still have the option to complete the ICD-10 Fast Track.

Our existing students received email announcements based on the modules they are currently studying. Students who have not yet reached the Practicum portion of the course received the attached email labeled "ICD-10 delay—student's pre-practicum doc". Students who have begun the Practicum section received the attached email labeled "ICD-10 delay—students in practicum". The emails provide options for the students about moving forward through the course—those already in the ICD-10 Practicum can complete the course and then complete an ICD-9 bridge. The pre-practicum students can complete the PMCB for ICD-9 course and then complete the ICD-10 Fast Track. All options prepare the students for Certification through AHIMA and AAPC. *NOTE: There will not be a charge associated with the additional courses (ICD-9 Bridge and ICD-10 Fast Track) but there will be a shipping charge of \$29.99 for the book associated with whichever additional course they choose.*

For 2014-2015 students will be learning ICD-9 and a bridge program will be available when ICD-10 takes effect at no addition class cost. Bridge program takes approximately 25 hours.

***Shipping of books will cost \$29.99**

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

Professional Medical Coding and Billing Program

Certificate of Achievement

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-9 and basic claims processes for medical insurance and third-party reimbursements.
- Understanding how to manually file claims using the CPT and ICD-9 manuals.
- Know how to find the service and codes using the CPT, ICD-9 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 new 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 MCOB courses online. The Medical Coding and Billing online training program consists of 20 course modules divided into seven classes.

The 2010-2011 edition of the U.S. Department of Labor's Bureau of Labor Statistics report stated that the middle 50% of medical records and health information professionals earn between \$24,290 and \$39,490 annually.

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.

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

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.

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Certificate of Achievement in Medical Coding and Billing

SEMESTER I

ENG 101 or ENG 103 (ENG 103 cannot be used for a associates degree)

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

BUS 110B Human Relations for Employment	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 an average minimum score of 85% or higher for the total program.

- ✓ All parts of all modules have to be completed.
- ✓ Complete Modules in sequence.
- ✓ In all areas you have to have at least an 85%
- ✓ You can retake 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 miss the due dates you will not pass the classes.
- ✓ Final has to be completed before May 13, 2015

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

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 and Billing Program	Est. Hours
Semester 1	
Program Orientation	1
Computer Fundamentals	5
Health Information Management	50
Healthcare Delivery Systems	13
Legal and Compliance	5
Reimbursement Methodologies	45
Medical Terminology	50
Pathophysiology - Basic	50
Anatomy and Physiology - Basic	45
Pharmacology	30
Hours	294
Semester 2 – Tentative Schedule	
Introduction to Coding (Coding process, physician query, clinical terminologies [ICD-O, DSM, ICD-9, SNOMED-CT), Coding ethics, CAC)	20
ICD-9 Coding	45
CPT/HCPCS Coding - Block 1	45
CPT/HCPCS Coding - Block 2	45
Advanced ICD-9 Coding	50
Skill Building for Outpatient Coding	45
Final Exam Preparation	1
Hours	271

Final Exam has to be taken before May 13, 2015

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

Semester 1 – Fall 2014

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 module, the learner will be able to:

1. Identify the elements, expectations, and requirements of the program.
2. Navigate the program using the pages, menus, and buttons provided.
3. Use the program tools, including the study planner, grade book, and completion report. Students will also be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
4. Identify program-specific resources, including the 3M Encoder. Students will also be able to order their coding books with an understanding of the yearly coding update schedule.

Computer Fundamentals

Computer Hardware Basics – Students will be able to identify basic computer hardware and interpret system requirements.

Computer Software Basics – Students will be able to navigate a Windows operating system environment, as well as install and operate basic software utilities.

Internet Usage Basics – Students will be able to use a web browser to navigate between websites in multiple tabs or windows, send and receive e-mail, and access search engines to find information and troubleshoot basic computer problems.

Office Technology Basics – Students will be able to recognize basic technologies related to an office environment.

Health Information Management

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

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

Healthcare Delivery Systems

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

1. Explain the main structure and organization of healthcare services in the United States.
2. Differentiate between the various healthcare settings.
3. Differentiate between healthcare providers.
4. Identify the structure of hospitals in the United States.
5. Explain the purpose of healthcare licensure, certification, and accreditation in healthcare facilities.

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6. Differentiate between healthcare registries and their purpose.
7. Identify the various stakeholders throughout the healthcare delivery systems.
8. Describe current trends in healthcare delivery.

Legal and Compliance

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

1. Explain the legislative and regulatory processes in the United States.
2. Describe the laws and regulations pertaining to health information.
3. Define Health Insurance Portability and Accountability Act (HIPAA).
4. Adhere to privacy and security policies.
5. Identify the components of the Code of Ethics and Standards of Ethical Coding.

Reimbursement Methodologies

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

1. Define commercial, managed care, and federal insurance plans.
2. Identify various compliance strategies and reporting.
3. Define and list payment methodologies and systems (such as capitation, prospective payment systems, RBRVS, MS-DRGs).
4. Describe the billing processes and procedures (such as claims, EOB, ABN, electronic data interchange).
5. Explain chargemaster maintenance.
6. Describe regulatory guidelines.
7. Discuss reimbursement monitoring and reporting.

Medical Terminology

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

1. Spell, define, and pronounce medical terms.
2. Engage in supplemental online and/or CD tools to enhance learning.
3. Discuss concepts of building medical words using root/suffix/prefix.
4. Define common medical terms of major disease processes.
5. Identify common diagnostic procedures.
6. Discuss common laboratory tests.
7. Define common abbreviations.
8. Discuss common drugs and treatment modalities in body systems.

Pathophysiology

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

1. Identify common disease processes by human body system.
2. Discuss common disease causes.
3. Define common disease diagnoses, symptoms, and treatments for disease processes.
4. Identify common symptoms of disease processes important for coders.

Anatomy and Physiology

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

1. Identify and describe the basic structure, organization, and functions of human body systems.
2. Identify anatomical structures of the body using anatomical orientation tools such as labels and assessment.
3. Discuss different online lookup tools such as Adam.
4. Utilize anatomical plate work to enhance learning experience.

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

Pharmacology

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

1. Define drug actions (absorption, distribution, metabolism, and excretion).
2. Identify various drug classifications.
3. Discuss the most commonly prescribed drugs.
4. Review drug formulary.
5. Match drugs to common conditions and laboratory findings.

Semester 2 – Spring 2015 (Tentative course listing)

Introduction to Coding

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

1. Discuss use of official coding guidelines.
2. Define the difference between the inpatient and outpatient coding guidelines.
3. Discuss coding compliance strategies including the physician query process.
4. Identify auditing methods.
5. Identify the principles and application of coding systems (International Classification of Diseases ICD-9-CM and ICD-9-CM).
6. Discuss automated coding software systems (CAC, encoders).
7. Describe natural language processing.
8. Compare classifications, nomenclatures, terminologies, and clinical vocabularies (SNOMED-CT, ICD-O, CPT, DSM-IV).
9. Describe the relationship between the Systematized Nomenclature of Medicine (SNOMED) and the electronic health record.
10. Apply ethical coding to practice cases.
11. Discuss severity of illness systems, including MS-DRGs.
12. Describe coding quality monitors.

ICD-9 Coding

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

1. Describe the use of official coding guidelines and reporting requirements.
2. Define the background of ICD-9-CM and ICD-9-PCS.
3. Define and apply the General ICD-9-CM and ICD-9-PCS conventions and guidelines.
4. Define the Uniform Hospital Discharge Data Set (UHDDS).
5. Practice basic coding process steps.
6. Define and apply the ICD-9-CM chapter-specific coding guidelines to all 21 chapters in ICD-9-CM.
7. Define and apply the root operation guidelines in ICD-9-PCS.
8. Discuss the Present on Admission Indicator (POA).
9. Define the ICD-9-PCS definitions and apply to coding common procedure codes.
10. Practice coding ICD-9-CM/PCS codes in many practice exercises.
11. Navigate the ICD-9-CM and ICD-9-PCS codebooks.
12. Locate and accurately construct diagnosis codes using the Alphabetic Index to Diseases, the Tabular List, the Table of Neoplasms, the Table of Drugs and Chemicals, and the Index to External Causes.
13. Locate and accurately construct procedure codes using the Alphabetic Index and Tables in the ICD-9-PCS classification.
14. Identify the components of the Code of Ethics and Standards of Ethical Coding.
15. Apply ethical coding to practice cases.

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CPT/HCPCS Coding – Block 1

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

1. Navigate the CPT codebook and identify the uses of the conventions, index, numeric section, and appendices.
2. Recognize modifiers that can be appended to CPT procedure codes, as well as identify when their use is appropriate.
3. Calculate and assign CPT Evaluation and Management codes.

CPT/HCPCS Coding – Block 2

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

1. Identify the meaning and purposes of procedural code audits and how to apply them.
2. Apply the guidelines for the six main sections of the CPT.
3. Assign codes from each of the six main sections of the CPT.
4. Identify the uses of CPT Category II and Category III codes.
5. Navigate the HCPCS Level II codebook and apply its contents, including the conventions, index, tabular list, levels of use, Table of Drugs and Biologicals, and appendices.
6. Describe the use of coding guidelines and reporting requirements.
7. Practice case studies and more complex code assignments using CPT and HCPCS Level II codes.
8. Review examples of RBRVS, APCs, ASCs, and E/M services.

Advanced ICD-9 Coding

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

1. Assign ICD-9-CM diagnosis codes and ICD-9-PCS procedure codes to a variety of coding scenarios including coding for multiple scenarios.
2. Apply official coding guidelines and reporting requirements for many coding scenarios.
3. Practice assigning ICD-9-CM/PCS codes to many case studies using more complex code assignments to gain in proficiency.

Coding Practicum

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

1. Apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy.
2. Demonstrate hands-on encoder use.
3. Assign diagnostic groupings.
4. Practice the use of official coding guidelines and reporting requirements.
5. Practice case mix analysis.
6. Apply codes to many types of records including inpatient, outpatient, physician, emergency room, long term care, and home health.

Final Exam Preparation

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

1. Identify the steps they need to take to be eligible for and effectively prepare for and access their final exam.
2. Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

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

Module Learning Objectives

Introduction to Program Orientation

Learning Objectives

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

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3. Use the program tools, including the study planner, grade book, and completion report. Students will also be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
4. Identify program-specific resources, including the 3M Encoder. Students will also be able to order their coding books with an understanding of the yearly coding update schedule.

We are excited you have taken this step in your career and enrolled in our Professional Medical Coding and Billing program. This program will provide you with the opportunity to learn and practice the concepts and skills necessary for you to find employment in the growing medical coding and billing field.

Learning Objectives

The information contained in your medical coding program was written with two goals in mind:

GOAL 1: Prepare students to take and pass one of the national coding certification exams.

GOAL 2: Provide curriculum and practical experience that will prepare a student to find employment (and success) as a medical coder and/or medical biller.

The Career Step Professional Medical Coding and Billing training program is unique in the world for training medical coders because it was designed and written by professional medical coders to give you exactly the training you will need to pursue a focused and rewarding career. The entire curriculum is targeted to the field of medical coding. This targeted approach allows you to focus your study on the information you will need on the job. You will not spend time studying concepts or practicing skills that are not relevant to your career success.

The Professional Medical Coding and Billing training program was created using a “programmed learning” approach. This means that each unit was built upon the others, using both instructional materials and exercises as tools to allow for practice and learning of coding concepts. The entire program is integrated and interactive, designed to give you the building blocks necessary to learn easily and effectively. Your program was designed to provide you with the experience that would normally take years of on-the-job medical coding to obtain.

Prepare for Module Exams

Please prepare to take the module exam.

- Review all lessons in this module, if needed, by using the **Prev** button.
- Use the **Next** button to proceed to the exam.
- The exam results will be saved and visible in your Grade Book report.
- Remember that if you are inactive for 105 minutes, you will be automatically logged out and you will lose any work done on the exam.
- Good luck.

Final Exam Information – Introduction

Career Step's final examination is an **online** test. The exam is an objective exam consisting of true/false and multiple-choice questions. The exam is formatted after the exercises, tests, and exams throughout the program, and covers the exact content contained in the training program.

The final exam includes both inpatient and outpatient medical reports of different types for you to code. The final exam is open book; you may use any references **except human references** (this includes other students or graduates, friends, neighbors, spouses, etc.). Please do not post questions about the final on the Career Step Forums or Chat Rooms or any other public venue. The final exam is meant to be an assessment of how well you have retained the principles taught throughout the program.

Students have 48 hours (two full days) to complete the entire exam (both portions). You should schedule the final exam for a time in which you will have two consecutive free days. Although it will not take the entire 48 hours to complete the exam (it typically takes an average of 7–8 hours), you will want the additional time to go over your answers before submitting your exam.

Your 48-hour time period begins when you log in to the final exam site; however, **you must begin your final exam on the day you have scheduled to begin or your exam will be forfeited**. If you are unable to begin your exam as scheduled, please contact Student Services on or before the day you have scheduled your exam.

It is important to contact Student Services as soon as possible if you experience issues impacting your ability to begin or complete the final exam **AS SCHEDULED**. Failure to do so will result in forfeiture of your exam.

It is important to contact Student Services as soon as possible if you experience issues impacting your ability to begin or complete the final exam **AS SCHEDULED**. Failure to do so will result in forfeiture of your exam.

Schedule Your Final

If you wish to take or retake the final exam, please provide us with the following information **at least two business days before you want to start the final exam**. You will receive an e-mail confirmation of this request within one business day and an e-mail with instructions for accessing the exam one business day prior to the day you schedule to begin your exam. Before you schedule your final exam or final exam retake, make sure you have completed the appropriate checklist.

Checklist for students scheduling the final for the first time:

- Training program enrollment has not expired or has been extended
- Training program materials, including all of the practicum, have been completed
- Account is paid in full or current with a tuition options payment plan
- 48 hours has been set aside for test completion
- Mandatory two-business-day notice to Career Step

Checklist for students scheduling a retake final:

- Mandatory two-week review period has passed
- 48 hours has been set aside for test completion
- Mandatory two-business-day notice to Career Step

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

Student & technical support:

Career Step has support teams dedicated to your success, and they are easy to reach and quick to respond to your questions and concerns. They also have the reputation for providing a personal touch to your online learning experience, offering a little boost or pep talk when you need it most. The student support team has professional experience working in the healthcare industry as medical transcriptionists, managers, and instructors, so they are uniquely qualified to answer your questions about both the curriculum and the industry. The technical support team will help you with any technical or computer issues you may encounter within the program.

Support Services

Hours: 10:00 AM - 7:00 PM EST Mon-Fri

Email Support:

codingsupport@careerstep.com

or call: **1-888-657-5752**

Technical Support

Hours: 9:00 AM - 10:00 PM EST Mon-Fri

10:00 AM - 6:00 PM EST Sat

Closed Sundays and Holidays

Email Support:

techsupport@careerstep.com

or call: **1-888-657-5761**

System Requirements

Windows: 7, Vista, XP SP 2 or 3

Internet Explorer 8.x, 9.x, 10.x

Firefox 3.X

*Windows 8.1 is NOT compatible

Macintosh: 10.4.11 or greater

Safari 3.1 to 5.0

*The MTE/IOMCB programs include a third party software tool that makes the training only compatible with Microsoft Windows and Internet Explorer 8.x, 9.x, or 10.x

Adobe Flash Version 10 or greater

Javascript and cookies must be enabled

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