

MEDICAL BILLING & CODING (MBC)

MBC 185 Health Information Management/Electronic Health Record (3 Credits)

45 lecture, 3 total contact hours

In this course, students will discover the profession of Health Information Management (HIM) as a contributing discipline to the healthcare industry. Topics will include format and content of health records, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), data access and analysis, financial management and leadership. Students will learn the design and function of the electronic health record (EHR) through lecture and hands-on opportunities using real EHR software. The title of this course was previously Medical Computer Skills and Electronic Health Records. Level I Prerequisite: Academic Reading and Writing Levels of 6

MBC 205 Introductory ICD Coding (3 Credits)

Corequisites: MBC 215

45 lecture, 3 total contact hours

In this course, students will be introduced to the concept of International Classification of Diseases - Clinical Modification (ICD-10 CM) coding, including the identification of conditions to be coded. Students will learn how to apply taxonomies, nomenclatures, conventions, guidelines, and clinical vocabularies, such as the Systematized Nomenclature of Medicine - Clinical Terms (SNOMED-CT). They will be introduced to the process of transforming narrative descriptions of diseases into alphanumeric codes used to report patients' health condition/s and sequence these codes according to the guidelines. Students will develop skills on how to navigate the ICD-10 CM manual and identify uses of the alphabetic index and tabular list. They will be able to recognize and explain the sensitivities of privacy and security of patients' health information (PHI). Some materials may be presented to students through media sources such as interactive programs, YouTube videos, webinars and presentations. Level I Prerequisite: Academic Reading and Writing Levels of 6; BIO 109 or BIO 111 and HSC 124, minimum grade "C"

MBC 210 Intermediate/Advanced ICD-10 CM Coding (3 Credits)

45 lecture, 3 total contact hours

In this course, students are introduced to the process of transforming narrative descriptions of diseases and injuries into alphanumeric codes used to report and share patient healthcare information with healthcare providers and insurers. An overview of the ICD-10 CM disease coding system will be provided, and students will practice using the coding system. Students will apply ICD-10 CM to complex coding scenarios and examine strategies for implementing coding compliance, auditing, reporting and quality monitoring. Level I Prerequisite: Academic Reading and Writing Levels of 6; MBC 205

MBC 215 Introductory Procedural Coding (3 Credits)

Corequisites: MBC 205

45 lecture, 3 total contact hours

In this course, students will learn the basic principles of procedure coding utilizing Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Through practice exercises, students will assign procedure codes and apply guidelines. Additionally, students will learn basic concepts to using modifiers. Some materials may be presented to students through media sources such as interactive programs, YouTube videos, webinars, and presentations. Level I Prerequisite: Academic Reading and Writing Levels of 6; BIO 109 or BIO 111 and HSC 124, minimum grade "C"

MBC 220 Intermediate/Advanced Procedural Coding (3 Credits)

45 lecture, 3 total contact hours

In this course, students will build on their knowledge of medical billing by working through advanced case studies to enhance their coding skills. Students will utilize the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) to assign codes for other services and procedures. Application of coding principles may be presented to students through media sources such as interactive programs, YouTube videos, webinars, and presentations. Level I Prerequisite: Academic Reading and Writing Levels of 6; MBC 215

MBC 223 Medical Office Procedures (3 Credits)

45 lecture, 15 lab, 3 total contact hours

In this course, students are introduced to the professional characteristics of legal and ethical standards for the medical assistant. Using medical administrative software, students simulate situations where they input patient information, schedule appointments and handle billing. This course addresses front office administrative skills necessary for the medical assistant. Level I Prerequisite: Academic Reading and Writing Levels of 6; BIO 109 or BIO 111 and HSC 124; minimum grade "C"

MBC 224 Medical Insurance and Reimbursement (4 Credits)

60 lecture, 4 total contact hours

This introductory course is for students interested in a career in a medical office as a medical assistant, a receptionist or an insurance biller/coder. The course covers the fundamentals of health insurance, including plan options, carrier requirements, state and federal regulations, selecting relevant information from source documents, accurately completing claim forms and coding diagnoses and procedures. The student will be introduced to a variety of medical insurers, including Medicare, Medicaid, Blue Cross/Blue Shield, Tricare, CHAMPVA, Workers' Compensation and other third-party payers. Students should have basic computer and data entry skills. Medical software will be utilized to complete billing and coding exercises. Level I Prerequisite: Academic Reading and Writing Levels of 6; HSC 124 and BIO 109 or BIO 111; minimum grade "C" all HSC and BIO requirements

MBC 255 Medical Coding Capstone (3 Credits)

45 lecture, 3 total contact hours

In this course, students will utilize their skills in medical records review to assign modifiers, diagnosis codes, procedure codes, and other services performed using real-world virtual scenarios. The application of coding principles is explored using Practicode, an online simulation tool designed to test medical coding proficiency and gain experience coding actual charts. Students will receive course preparation to take the field related certification examinations offered by the American Academy of Professional Coders (AAPC) and/or American Health Information Management Association (AHIMA). Level I Prerequisite: Academic Reading and Writing Levels of 6; MBC 185, MBC 210, MBC 220, MBC 223, and MBC 224, minimum grade "C" in all courses