



## Medical Billing and Coding with Medical Administration

### Medical Billing and Coding with Medical Administration Program

This program combines in-demand healthcare disciplines with important front office Microsoft end user computer skills. This program offers the skills needed to perform complex coding and billing procedures, with an updated ICD-10 curriculum. Program covers CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-9 (Introduction and Guidelines), new updates for ICD-10 as of October 2015, and basic claims processes for insurance reimbursements. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tool including Word, Power Point, Access, Outlook and Excel. Program also includes an optional clinical externship at a local healthcare provider.

### Education and Certification

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Medical Billing & Coding and Medical Administrative professionals.

- Students should have or be pursuing a high school diploma/GED.
- National certification examination opportunities for students:
  - American Academy of Professional Coders (AAPC) American Health Information Association (AHIMA) or National Healthcareer Association (NHA) national coding certification exams.
  - The National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam
  - The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User exams.

### Key Course Module Topics Covered

#### *Medical Billing and Coding Module*

- An overview of healthcare and the insurance industry
- The organization and use of the ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- HIPAA and Electronic Data Interchange (EDI) Detailed review and practice using the alphabetic index and tabular list of the ICD-10-CM
- Detailed review and practice coding examples from all sections within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

#### *Medical Office Administration Module*

- History and background of the medical assisting profession
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Telephone techniques and skills for scheduling appointments
- Technology in the healthcare environment
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- HIPAA review and patient bill of rights and confidentiality

#### *Microsoft Office Module*

- Common features found in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010.
- Microsoft Office Suite - "How to Utilize Features" including File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer Tabs Formula, Data, Design, Transitions, Animations, Slide Show, Adobe Presenter Tabs, External Data, Database Tools, and Add-Ins tabs.

Program

Features

& Benefits

- Program includes a "clinical externship" at a local healthcare provider
- National certification exam information and review material
- A personal "instructor mentor" to guide you through your course
- Program includes: textbooks, labs, activities, videos, and other material