Great Basin College is offering online training for Inpatient/Outpatient Medical Coding and Billing Certificate of Achievement (34 credits)
Or
Recognition of Achievement (28 Credits)
will begin in Fall 2013

Check the url for more information
http://www.careerstep.com/ap/greatbasin

For more information Contact:
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Or
Your local branch campus

The ICD-10 deadline has been pushed back – hospitals and payers will be required to use the new system in October 2014. We are working hard to stay on top of this industry and the changes that are coming and want our students to have the skill set they will need upon graduation. The coding world right now is still using ICD-9 and will continue to do so until mid to late 2014 (possibly later if more delays are presented).

Due to these delays, we will continue to teach ICD-9 through fall 2012 and look at 2013 to begin ICD-10 training. This will ensure the greatest success for our graduates – since they will need the ICD-9 skill set to get a job upon graduation. If they graduated one year from now, or even one year from fall 2012 with ICD 10 they would not have the relevant ICD-9 knowledge necessary to work as a coder.

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

Inpatient and Outpatient Medical Coding & Billing
Certificate of Achievement

Student Learning Outcomes:
Inpatient and Outpatient Medical Coding and Billing course is designed to help you gain the knowledge and skills for both inpatient and 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.

Inpatient focus:
- Understanding specialized inpatient codes
- Using industry-standard 3M encoding software
- Coding real-life inpatient hospital records

Outpatient focus:
- Mastering medical terminology and basic anatomy
- Appling 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 MCOD courses online. The Inpatient and Outpatient Medical Coding and Billing online training program consists of 20 course modules divided into seven classes.

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

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.

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, 90% 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.

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

Certificate of Achievement in Medical Coding and Billing

SEMESTER I

ENG 107 Technical Communications I or	3
ENG 101 Compositions I	
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 and Billing with ICD-9-CM	3
MCOD 210 - Exploring Reimbursement and Procedural Coding and Billing	5
MCOD 220 - Skill Building for Inpatient and Outpatient Coding and Billing	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.

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

Semester 1 – Fall 2012

ENG 107 Technical Communications I **or** ENG 101 Composition I

Program Orientation

In the Program Orientation module, you will be introduced to the healthcare coding and billing industry, the medical coding and billing training program, and the format of the online program. A syllabus for each of the 19 modules in the program is presented. Information for navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to be a successful coding and billing specialist are outlined. Available resources are presented along with a detailed study guide designed to make your learning experience a successful one.

Technology and the Medical Professional

In the Technology and the Medical Professional module, you will become familiar with basic computer skills, including using hardware, software, peripherals, and wireless technology, utilizing the Internet as a resource, and operating various facilities for data storage and networking. You will learn of the multiple software and hardware products available specifically developed for the healthcare environment.

Learning and Mastering Medical Terminology, Block 1

In Block 1 of Medical Terminology, you will learn how to use resources (for example, medical dictionaries), how to look up words, how words are structured, and how medical words are built using suffixes and prefixes.

Documentation, Confidentiality, and Ethics

The Documentation, Confidentiality, and Ethics module provides you with an overview of documentation and confidentiality requirements within the healthcare environment and the impact advances in technology have had on the healthcare profession. You will become familiar with the healthcare documentation standards, HIPAA compliance regulations, and the adaptation of the electronic health record (EHR) in institutions throughout the United States and the world. You will understand the role of the medical coding and billing professional in maintaining the integrity and confidentiality of the medical record.

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

Learning and Mastering Medical Terminology, Block 2

In Block 2 of the Medical Terminology module, you will learn medical word building: root words. These will be broken down into the root words A through Ir and Is through X. A review of Block 1 of Learning and Mastering Medical Terminology will also be presented.

Evolution of Coding in the Healthcare Environment

In the Evolution of Coding in the Healthcare Environment module, you will learn the history of healthcare coding in the United States and throughout the world. Learning objectives, career opportunities, and certification will be introduced. The coding systems utilized in the United States will be explored, including ICD-9-CM, CPT®, HCPCS Level II, DSM-IV, and ICD-O. The future implementation of ICD-10-CM and ICD-10-PCS will be presented.

Learning and Mastering Medical Terminology, Block 3

In Block 3 of the Medical Terminology module, you will learn about medical plurals, slang and medical jargon, foreign medical terms, word differentiation, and medical abbreviations. A review of Blocks 1 and 2 of Learning and Mastering Medical Terminology will also be presented.

Healthcare Structure and Organization

In the Healthcare Structure and Organization module, you will learn about the structure and organization of the healthcare system in the United States. You will study healthcare consumers, healthcare providers, governing and regulatory agencies, third-party payers, healthcare vendors, and trade associations.

Anatomy, Pathophysiology, and Disease Processes, Block 1

In Block 1 of Anatomy, you will learn basic anatomical structures using a body system approach, including pathophysiology and disease processes affecting the human body. Disease entities, diagnosis, and treatment will be emphasized. The body systems in this module include skeletal, muscles, digestive, respiratory, and reproductive. Throughout this module there will be graphic representations of the various systems and structures for ease of understanding.

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

Exploring Pharmacology

The Exploring Pharmacology module introduces you to the science of pharmacology and provides an overview of basic pharmacologics, including drug actions and effects, absorption, distribution, metabolism, excretion, and drug classifications and formulary. This module also gives you the opportunity to see and reference pharmaceutical terms in the context of medical reports with exposure to commonly prescribed drugs.

Anatomy, Pathophysiology, and Disease Processes, Block 2

In Block 2 of Anatomy, you will learn basic anatomical structures utilizing a body system approach, including pathophysiology and disease processes affecting the human body. Disease entities, diagnosis, and treatment will be emphasized. The body systems in this module include urinary, cardiovascular, endocrine, nervous, and integumentary/sensory organs. Throughout this module there will be graphic representations of the various systems and structures for ease of understanding.

Medical Record Content

In the physician-based setting, various reports make up a patient's outpatient medical record. The Medical Record Content module provides you with an overview and detailed discussion of each of these reports. This module will also present the composition of each of the report types and how they relate to medical coding and billing.

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

Semester 2 – Spring 2013

BUS   110B Human Relations for Employment

Introduces students to the principles and skills of effective communication in business and professional settings. It provides information on how to communicate with superiors, co-workers, subordinates, clients, customers, and computation component.

Diagnostic Coding with ICD-9-CM – Block 1

You will be introduced to the *International Classification of Diseases, Ninth Revision, Clinical Modification* (ICD-9-CM) codebook. Block 1 gives you a thorough understanding of this critical reference book and introduces and explores important information regarding the General Guidelines and several Chapter-Specific Guidelines for coding and reporting outpatient services.

Diagnostic Coding with ICD-9-CM, Block 2

Block 2 continues the detailed instruction of the concepts presented in the ICD-9-CM codebook and explores the remaining Chapter-Specific Guidelines and procedure codes for coding and reporting outpatient services.

Exploring Healthcare Reimbursement

The Exploring Healthcare Reimbursement module provides detailed information about the various types of payment systems used to reimburse outpatient services. Additionally, the module introduces you to information about claims processing and coding, billing for healthcare services, auditing, and monitoring the coding process.

Medical Procedural Coding, Block 1

In Block 1 of the Medical Procedural Coding module, you will be introduced to the *Current Procedural Terminology* (CPT) codebook. This module provides a thorough understanding of the structure of the codebook and introduces some of the critical coding guidelines presented in the text.

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

Medical Procedural Coding, Block 2

Block 2 of the Medical Procedural Coding module continues the detailed instruction of the procedural codes presented in the *Current Procedural Terminology* (CPT) codebook. This module also provides you with a thorough understanding of the structure and application of the *HCPCS Level II* codebook.

Skill Building for Outpatient Coding

The Skill Building module consists of actual outpatient medical records that you will be required to code. The reports in this module are drawn from medical reports across a wide variety of outpatient settings, which a coding professional would come across as an outpatient coder. The reports are divided into levels of difficulty—and you build skills as they work through increasing levels of complexity.

Final Exam Overview and Preparation

Upon completion of the program, you must complete the final exam through Career Step. The Final Exam Overview and Preparation module contains information about the structure of the exam, tips for passing the exam, and how to schedule the exam.

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.

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

Great Basin College

Program Orientation Table of Contents

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- Medical Procedural Coding, Block 1
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- Skill Building for Outpatient Coding

Introduction to Program Orientation

Introduction and Program Orientation

In this module the student will be introduced to the healthcare coding and billing industries and the format of the online program. A learning objective for each of the modules in the program is presented. Information for navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to be a successful coder/biller are outlined. Available resources are presented along with a detailed study guide designed to make this learning experience a successful one.

Welcome to the Career Step Inpatient and Outpatient Medical Coding and Billing Program!

We are excited you have taken this step in your career and enrolled in our Inpatient and Outpatient Medical Coding and Billing Program. This training program will provide you with the opportunity to learn and practice the concepts and skills necessary for you to find employment as a medical coder in an outpatient or inpatient setting.

In addition, you have just become part of the Career Step family. You will be following in the footsteps of many, many students and graduates who have studied, found employment, and launched successful careers. You are also joining forces with technical and student support services, product development, enrollment and front office, programmers, client services—and all of the other members of the Career Step family who are invested in helping you to complete your program!

Approximate Unit Completion Hours

Introduction and Program Orientation	1
Technology and the Medical Professional	25
Learning and Mastering Medical Terminology - Block 1	20
Documentation, Confidentiality, and Ethics	20
Learning and Mastering Medical Terminology - Block 2	20
Evolution of Coding in the Healthcare Environment	15
Learning and Mastering Medical Terminology - Block 3	20
Healthcare Structure and Organization	25
Anatomy, Pathophysiology, and Disease Processes - Block 1	45
Exploring Pharmacology	20
Anatomy, Pathophysiology, and Disease Processes - Block 2	45
Medical Record Content	20
Diagnostic Coding with ICD-9-CM–Block 1	40
Diagnostic Coding with ICD-9-CM–Block 2	40
Medical Procedural Coding–Block 1	45
Medical Procedural Coding–Block 2	45
Exploring Healthcare Reimbursement	25
Skill Building for Outpatient Coding	80
Skill Building for Inpatient Coding	88
Final Exam Overview and Preparation	1
Total	640

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

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