Inpatient and Outpatient Coding and Billing Syllabus

The Inpatient and Outpatient Medical Coding and Billing online training consists of 20 modules, or course subjects, which prepare students to work as inpatient coders. Numerous exercises and skill assessments throughout each module ensure that students master each skill before moving on to the next concept, and knowledgeable student support specialists are available to help from program start to finish.

A significant portion of the student's time within the Inpatient and Outpatient Medical Coding and Billing program will be spent training on 3M encoding software, which is a coding standard within the industry. Experience with this software will smooth the transition to the inpatient coding industry and will help students cement their knowledge of inpatient codes and procedures. This hands-on training with the 3M encoding software builds and refines the important skills that differentiate inpatient coders from outpatient coders and is a crucial part of the preparation for a career in inpatient coding.

Program Orientation

In the *Introduction and Program Orientation* module the student will be introduced to the healthcare coding and billing industry and the format of the online training 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 the learning experience a successful one.

Technology and the Medical Professional

In the *Technology and the Medical Professional* module, the student will become familiar with basic computer skills, including the use of hardware, software, peripherals, and wireless technology; use of the Internet as a resource; and use of various methods of data storage and networking. The student will also study the multiple software and hardware products developed specifically for the healthcare environment.

Learning and Mastering Medical Terminology — Block 1

In the first block of *Medical Terminology*, the student will learn how to use resources (e.g., medical dictionaries), how to look up words, how words are structured, and how medical words use suffixes and prefixes.

Documentation, Confidentiality, and Ethics

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

Learning and Mastering Medical Terminology — Block 2

In the second block of *Mastering Medical Terminology*, the student will begin learning medical word building through the study of root words. The module is broken down into the root words A through Ir and Is through X. A review of the first block 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, the student 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

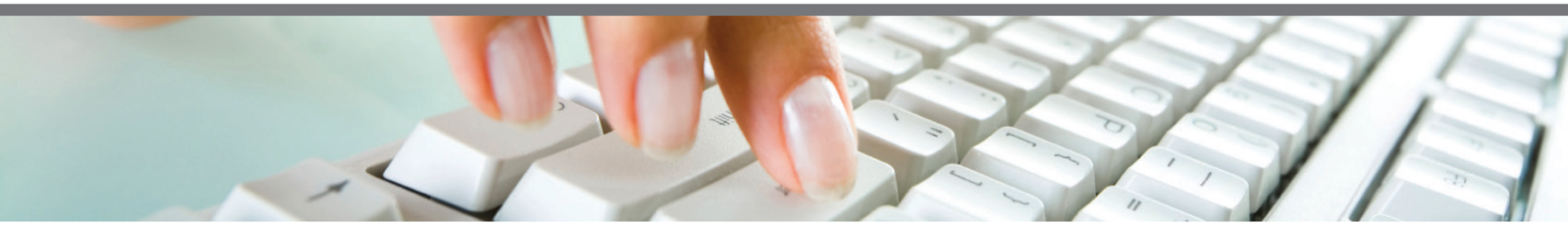
In the third block of *Mastering Medical Terminology,* the student will learn about medical plurals, medical slang and jargon, foreign medical terms, word differentiation, and medical abbreviations. A review of blocks 1 and 2 of *Learning and Mastering Medical Terminology* will also be presented.

Healthcare Structure and Organization

In the *Healthcare Structure and Organization* module, the student will learn about the structure and organization of the healthcare system in the United States. The student 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 the first block of *Anatomy,* the student will learn the 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, muscular, digestive, respiratory, and reproductive. Throughout the module, there are graphic representations of the various systems and structures to increase student understanding.

Exploring Pharmacology

The *Exploring Pharmacology* module introduces the student 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 the student 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 the second block of *Anatomy*, the student will continue learning basic anatomical structures with a body system approach, including pathophysiology and disease processes affecting the human body. As in block 1, disease entities, diagnosis, and treatment will be emphasized. The body systems in this module include urinary, cardiovascular, endocrine, nervous, and integumentary/sensory organs. Throughout the module, there will also be graphic representations of the various systems and structures to increase student understanding.

Medical Record Content

In the healthcare setting, various reports make up a patient's medical record. The *Medical Record Content* module will provide 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.

Diagnostic Coding with ICD-9-CM–Block 1

Students are introduced to the *International Classification of Diseases, Ninth Revision, Clinical Modification* (ICD-9-CM) codebook. Block 1 gives students 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 healthcare services.

Diagnostic Coding with ICD-9-CM–Block 2

The second block of *Diagnostic Coding* continues the detailed instruction on the concepts presented in the ICD-9-CM codebook and explores the remaining chapter-specific guidelines and procedure codes for coding and reporting healthcare services.

Medical Procedural Coding–Block 1

In the first block of *Medical Procedural Coding*, students 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.

Medical Procedural Coding–Block 2

The second block of *Medical Procedural Coding* continues the detailed instruction of the procedural codes presented in the *Current Procedural Terminology* (CPT®) codebook. This module also provides a thorough explanation of the structure and application of the *HCPCS Level II* codebook.

Exploring Healthcare Reimbursement

The *Exploring Healthcare Reimbursement* module provides detailed information about the various types of third-party payers that reimburse healthcare facility and physician services. Additionally, the module introduces information about claims processing, coding and billing for healthcare services, and auditing and monitoring the coding process.

Skill Building for Outpatient Coding

The *Skill Building for Outpatient Coding* module consists of actual outpatient medical records, which the students will be required to code. The reports in this module are drawn from a wide variety of outpatient settings and are divided into levels of difficulty. The student builds and polishes skills as they work through increasing levels of complexity.

Skill Building for Inpatient Coding

The *Skill Building for Inpatient Coding* module consists of authentic inpatient medical charts that the student will be required to code. The records in this module are drawn from inpatient records across a wide variety of specialties. The students will gain hands-on experience with encoding software as they use it to assign diagnosis and procedure codes and diagnosis related groups. Records are, again, divided into levels of difficulty—and the student builds skills as he or she works through increasing levels of complexity.

Final Exam Overview and Preparation

Upon completion of the program, students have the opportunity to assess their skills through a final exam. The *Final Exam Overview and Preparation* module contains information about the structure of the exam, tips for passing the exam, and instruction on how to schedule the exam.

What tools does the program include?

Intuitive navigation - Simple, intuitive navigation is quick and easy to learn, so students can start making real progress from day one.

Grade book & enhanced security - The program offers tools to help students set and track study goals, chart their progress, see results from all exercises and tests, and monitor account access to safeguard their private information.

Interactive coursework exercises - Coursework contains hundreds of exercises that help students review concepts and offer them a chance to reflect on their progress.

Images & visual enhancements - Photos, illustrations, as well as many coding and billing specific forms, documents, charts, and references enhance students' learning experiences.

Coding and billing practice tools – Students will train with built-in online tools that allow them to practice coding and billing procedures on hundreds of authentic medical records using real-world resources.

Games & flashcards - Crossword puzzles, word searches, and flashcards are scattered throughout the course, so students will learn important terminology, concepts, and definitions while having fun!

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