Course Title: Introduction to Medical Coding & Billing

Course Description:
This course introduces students to the Health Information profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings.

Course Prerequisite(s):
Medical Terminology

Course Objectives:
1. Interpret health record content
2. Describe health information management department function and purpose
3. Differentiate the various types of healthcare facilities and their records
4. Identify the various licensing and regulatory agencies in the healthcare industry
5. Demonstrate basic skills in coding and billing

Textbook(s):
1. 2013 Step by Step Medical Coding, Carol Buck
2. ICD-9 & CPT Coding Manuals, Professional Editions 2013

Lesson Plan:
Week One
Session 1: Introductions, review syllabus, and course overview. Medical terminology assessment and review
Discussion of Chapter 1 – Reimbursement, HIPAA and Compliance
Session 2: Complete Chapter 1. Review insurance and billing terminology

Week Two
Session 3: Test over medical, insurance and billing terminology
Begin Chapter 2 An Overview of ICD-10-CM
Session 4: Complete Chapter 2 and practice ICD-10 coding
(Chapters 3-7: for review only)

Week Three
Session 5: Test over Chapter 1 & 2
Chapter 8 - An Overview of ICD-9-CM
Session 6: Complete Chapter 8

Week Four
Session 7: Chapter 13 – Introduction to the CPT and Level II National Codes (HCPCS)
Session 8: Complete Chapter 13 Review CPT and practice coding

Week Five
Session 9: Review CPT and practice coding
Begin **Chapter 14 – Modifiers**

**Session 10:** Complete Chapter 14  
Modifier practice coding

**Week Six**  
**Session 11:** Test over Chapter 13 and 14 (CPT and Modifiers)  
Begin **Chapter 30 - Medicine**  
**Session 12:** Complete chapter 30 and practice Medicine coding

**Week Seven**  
**Session 13:** Review for comprehensive final exam *(minimum 70% to pass competency)*  
**Session 14:** Final exam

**Requirements for Successful Completion**

- *Attendance for 90% of classes*  
- *Completion of Assignments*  
- *Class participation*  
- *Examination scores average of 70% or better*