

## Polaris Career Center Course Syllabus

### Medical Billing & Coding Adult

#### Course Information

Instructor:	Meri Jopek	Phone:	440.891.7600.
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		Room:	313
		Meeting Time:	Monday through Thursday 5:30-10:30 PM
		Availability:	Flexible hours; please call for an appointment

#### Course Description

The Medical Billing and Coding course is a 900 hour job training program for those who are seeking employment in the health information management field. Students will gain an understanding of the important link between the provisions of healthcare and reimbursement for services. The multi-step billing process and medical coding procedures are the foundation of the program. Students will also learn healthcare law and ethics, medical terminology, anatomy and physiology, and the various software programs commonly used in the medical field. Students will prepare for employment in hospitals, physician offices, billing facilities, and other related businesses.

#### Major Course Goals

The major goals of the Adult Medical Billing & Coding program/course will ask students to:

1. Acquire a strong foundation of knowledge related to medical terminology and anatomy and physiology.
2. Understand the importance of law and ethics in the healthcare field, with an emphasis on HIPAA.
3. Recognize the association between the delivery of healthcare services and the need to appropriately secure reimbursement.
4. Demonstrate an ability to use the electronic health record and other medical software programs to perform billing and coding duties efficiently.
5. Transfer diagnostic and procedural coding knowledge to electronic and/or paper claim forms.
6. Participate in a 180 hour externship program, on-site at a facility, to further gain knowledge and actual work experience.

#### Instructional Philosophy

Students will be in the classroom Monday through Thursday evenings beginning in February and ending in December. A variety of classroom activities will be experienced, including lectures, consistent and continual student participation, films, slides, group and individual presentations, and mini online research projects. Students will occasionally have the opportunity to submit extra credit work and to teach the class about their special areas of expertise or interest. Students are expected to work individually and as a part of the team, and to act as a mentor when appropriate. Leadership qualities are emphasized with a focus on gaining meaningful and relevant employment at the end of the program. Knowledge and skill testing as well as evaluation of classroom participation are used to measure the success of student's efforts. Students are encouraged to volunteer in the healthcare field and to begin to network early to secure employment.

#### Course Units of Study

The course content consists of:

- Medical Terminology
- Anatomy and Physiology, Diseases and Conditions

- Healthcare Law and Ethics
- HIPAA Law
- Billing Concepts, Policies and Procedures for the Physician Office and in the Hospital Setting
- Diagnostic and Procedural Coding
- Electronic Health Records
- Computers in the Medical Office
- Keyboarding and medical software programs
- Medical Office Administration
- Professionalism in Healthcare
- Employment and Career Readiness

### **Primary Curriculum Materials**

Textbooks:

1. Law and Ethics for Medical Careers  
ISBN: 9781437705706
2. A Guide to Health Insurance Billing  
ISBN: 9781435492981
3. Electronic Health Records  
ISBN: 9780077477554
4. Taber's Cyclopedic Medical Dictionary  
ISBN: 0803615595
5. 2011 Step by Step Medical Coding  
ISBN: 9781437716436
6. 2011 Step by Step Medical Coding Workbook  
ISBN: 9781437716429
7. 2011 ICD-9-CM  
ISBN: 9781437702095
8. 2011 CPT Professional Edition  
ISBN: 9781603592178
9. 2011 HCPCS, Level II  
ISBN: 9781437702125
10. Medical Insurance Dictionary  
ISBN: 9781437700268
11. HIPAA for Healthcare Professionals  
ISBN: 9781418080532
12. Understanding Hospital Billing and Coding  
ISBN: 9781437722512
13. Computers in the Medical Office  
ISBN: 9780073374604

### **Business and Industry Credentials, Certifications, and/or Licenses**

Students who successfully complete the program will be qualified to take two certification exams offered by the National Healthcare Association:

- Certified Medical Billing and Coding Specialist
- Certified Medical Administrative Assistant

### **Course Projects and Special Activities**

Student projects may include:

1. A Law and Ethics Presentation
2. A Psychiatry Presentation
3. A Group Medical Terminology Project

## **Course Policies**

### **Code of Conduct:**

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

### **Dress and Grooming Guidelines:**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students should refer to the handbook for explicit explanations.

### **ID:**

None required

### **Attendance/Tardiness:**

Students should particularly note the attendance/tardiness policy in the Handbook as it will be followed at all times.

### **Make-up Work:**

Students who have excused absences may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Individual circumstances will be taken into consideration.

### **Computer Usage:**

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

### **Infinite Campus:**

Infinite Campus is not used in this program.

### **Syllabus Changes:**

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

## **Course Assessment Plan**

Grades will be determined by a Total Points method using the following:

Tests and Quizzes	50%
Class participation	20%
Presentations	15%
Professionalism	15%

**Grades for the course will be based on the following levels of performance:**

<b>Grade</b>	<b>Description</b>
<b>A</b> (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality.
<b>B</b> (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills
<b>C</b> (70-79%)	Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late.
<b>D</b> (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
<b>F</b> (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.