

ARIZONA WESTERN COLLEGE SYLLABUS

MCB 240 MEDICAL CODING AND BILLING TRAINING & CPC CERTIFICATION
PREP/PROFESSIONAL PRACTICE

Credit Hours: 4 Lec 4, Lab: 1

PREREQUISITE: AHE 101, CIS 120 and BIO 160 or AHE 119

PRE or COREQUISITE: MCB 100, MCB 130 and MCB 160

COURSE DESCRIPTION

In this course students will learn principles of medical coding related to the three main code books: CPT, ICD-10-CM Code Set and HCPCS Level II. This course also provides the foundation for understanding the legal and ethical aspects of health information management, which includes the principles of health law and the structure of the American legal system through AAPC's curriculum. Students will gain an in-depth understanding of the role that medical record specialist has in healthcare legislation and regulations. Topics include legal terminology, Health Information Portability and Accountability Act (HIPAA) privacy and security of health information, patient rights, and the role of health information management professionals in risk management and compliance programs.

This course will also prepare students to sit and take the American Academy of Professional Coders (AAPC)'s Certified Professional Coder (CPC) certification exam. Student will review the AAPC's CPC study guide in detail, learn test taking technique and take online practice exams. Students will begin to form professional relationships by attending a professional meeting related to health information management. Students will practice essential skills of resume writing and job interviewing in order to prepare students for the industry. Students will work on developing strong soft skills.

1. COURSE GOAL

To prepare students who want a career in medical coding for a physician's office and for taking the AAPC's CPC certification examination. To provide students with the foundation for understanding the legal and ethical aspects of the health information management system in the healthcare industry. To provide students with the knowledge to recognize when there is a healthcare data breach and the policies set in place to keep health information secured.

2. OUTCOMES

Upon successful completion of this course, students will be able to:

- 2.1 Identify the purpose of the CPT, ICD-10-CM, and HCPCS Level II code books.
- 2.2 Understand and apply the official ICD-10-CM coding guidelines.
- 2.3 Apply coding conventions when assigning diagnoses and procedure codes.
- 2.4 Explain the determination of the levels of E/M services.

- 2.5 Code a wide variety of patient services using CPT, ICD-10-CM, and HCPCS Level II codes.
 - 2.6 List the major features of HCPCS Level II codes.
 - 2.7 Provide practical application of coding operative reports and evaluation and management services.
 - 2.8 Apply legal healthcare terminology that influences health information.
 - 2.9 Describe the various government and regulatory agencies that influence health information and protected health information, such as the Centers for Medical and Medicaid (CMS), the Office of the Inspector General (OIG), and the Department of Health and Human Services (HHS).
 - 2.10 Evaluate the documentation in health records to ensure it is timely and complete.
 - 2.11 Identify the essential elements of a valid authorization for the release of medical information.
 - 2.12 Examine the components of a compliance program regarding healthcare providers.
 - 2.13 Identify security and breach issues of HIPAA.
 - 2.14 Identify and demonstrate an understanding of compliance and regulations that pertain to services covered under Medicare Parts A, B, C and D; applying coding to payment policy, place of service reporting, fraud and abuse, NCCI edits, NCD/LCD, HIPAA, ABNs, and RVUs.
 - 2.15 Prepare for the CPC certification examination and develop test taking strategies.
 - 2.16 Perform a job search for a medical coding and billing position or a position in health information management.
 - 2.17 Develop professional relationships within the medical coding and billing and health information management profession.
3. METHODS OF INSTRUCTION
- 3.1 Lecture
 - 3.2 Multi-media Presentations
 - 3.3 Reading Assignments
 - 3.4 Group Discussions
4. LEARNING ACTIVITIES
- 4.1 Assigned Readings
 - 4.2 Assignments
 - 4.3 Practice Exercises
 - 4.4 Group Discussions/Activities
 - 4.5 Role Playing
5. EVALUATION
- 5.1 Quizzes/Exams
 - 5.2 Assignments
 - 5.3 CPC Practice Exams
 - 5.4 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course