



COURSE SYLLABUS BUS 226—MEDICAL OFFICE BILLING/CODING/INSURANCE

COURSE LENGTH AND CREDIT: 80 clock hours, 5 credit hours

PREREQUISITE: BUS 101, BUS 211 (or AHS 109), BUS 212 (or AHS 101)

REQUIRED TEXTS: (1) Textbook: *2009 Coding Workbook for the Physician's Office*, (New Books Only), By Alice Covell, CMA-A, RMA, CPC. (2) Current ICD-9-CM and CPT books (in lab).

REQUIRED SUPPLIES: Folder, notebook paper, pencil, *Taber's Medical Dictionary*.

COURSE DESCRIPTION: Introduction of medical coding skills & applications of international coding standards for billing of health care services. Class includes an introduction to medical coding as it relates to health insurance.

MAJOR COURSE COMPETENCIES: International classification of diseases, code book formats, guidelines and conventions, coding techniques, formats of the ICD-9 and CPT manuals, health insurance, and billing and collections.

COURSE OBJECTIVES: Upon completion of this course, student will:

- State the job responsibilities, educational and training requirements, and qualifications of an insurance billing specialist. Discuss medical etiquette and ethics.
- State the advantages of an international classification of diseases.
- Give examples of the major classification of diseases.
- Give examples of resources used to identify terms and definitions for medical conditions.
- Give examples of terms linked to the various classification categories used in the International Classification of Diseases 9th Revision: Clinical Modification (ICD-9-CM).
- Discuss the information available in the tabular and alphabetic lists of the ICD-9-CM.
- Compare and contrast the uses of the tabular and alphabetic lists of the ICD-9-CM.
- State the purpose for the ICD-9-CM in the standardized medical reporting procedures.
- Describe the basic steps in coding medical diagnoses and diseases with the ICD-9-CM.
- Discuss the specifications for procedure classification used in preparing the ICD-9-CM.
- Give examples of conventional abbreviations, symbols, and notations used in the tabular list of the ICD-9-CM.
- State the procedure for converting a term for a medical disease or procedure to its numerical identifier using the ICD-9-CM.
- Discuss the limitations of the alphabetic listing to identify as numerical code of medical diseases and procedures when using the ICD-9-CM.
- State the ICD-9-CM procedural cautions when using the alphabetic list to identify a specific numerical code.
- Identify the numerical code for a term describing a medical disease or procedure in each of the major classification categories of the ICD-9-CM.
- Use the ICD-9-CM to convert a numerical code for a medical disease or procedure into the standard term identifying it for each of the major classification categories in the coding manual.
- Explain the purpose of the Physician's Current Procedural Terminology (CPT) manual
- Name the six sections of the Physician's Current Procedural Terminology (CPT) manual presenting procedural code numbers.
- Explain the format of the terminology descriptions contained in the CPT.
- Explain the unrestricted specific specialty group use of a CPT code.
- State where the guidelines for each coding section of the CPT are located.
- Explain the purpose of the star symbol used in the CPT manual.
- State the conditions under which modifiers are used to indicate the recipient of a report prepared using the CPT.
- Explain the method for handling a procedure not found in the CPT manual.
- State the symbols used in the CPT manual which reflect code number changes.
- Discuss the method of locating a CPT procedure when an anatomic site or eponym is given.
- Discuss the various media forms which are available to present CPT data.
- State the locations within the CPT manual for commonly used terms dealing with the evaluation and management (E/M) section.
- State the components used to determine levels of E/M services listed in the CPT manual.
- Name the types of presenting problems which are covered in the CPT.
- Discuss the method used to determine the time notations given in the CPT manual.
- Name the steps involved in using the CPT manual for selecting a level of E/M service.
- Give the modified number and its description of each of the anesthesia modifiers.
- State the CPT manual location for subsection information dealing with surgery procedures.

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- State the fourth and fifth position numbers used in the CPT manual to indicate an unlisted surgical service or procedure.
- Discuss circumstances in which modifier numbers are added to radiological CPT manual code.
- State the pathology and laboratory subsections as found in the CPT manual guidelines.
- Give examples of modifiers used in pathology and laboratory section of the CPT manual.
- State the CPT manual medicine section code used to identify materials supplied by the physician.
- Use simulated patient record data and the CPT manual to determine the numerical code for examples of physicians' services and procedures that apply to each major section of the manual.
- Define terms as it relates to Managed Care.
- Describe and define a variety of third party reimbursement methods.
- Identify and describe different types of insurance plans both governmental and private.
- Cite advantages of group versus private health insurance.
- Describe medical necessity and proper documentation required for proper reimbursement.
- Describe the impact of HIPAA and other government regulations on the reimbursement process.
- Discuss the legal principles of insurance. Discuss the basics of an insurance policy. Discuss the steps for insurance claims processing.
- Discuss confidentiality issues with claim forms. Discuss records management of claim forms. Discuss existing computer claims systems.
- Demonstrate usage of ICD coding books and CPT coding books.
- Demonstrate usage of the HCPCS manual.
- Demonstrate appropriate use of modifiers.
- Complete precertification form.
- Complete a referral form.
- Abstract from patient records to complete insurance claim forms.
- Identify and complete appropriate insurance claim forms for patients covered by private, group, or government insurance plans.
- Discuss and describe explanation of benefits. Use information in relevant exercises.
- List reasons for claims rejections and purpose solutions for rejections.
- Identify process for resubmitting a claim.

COURSE OUTLINE:

CPT Exercises: Evaluation and Management, Anesthesia, General Surgery, Integumentary, Musculoskeletal, Respiratory, Cardiovascular, Hemic/Lymphatic, Digestive, Urinary, Male Genital, Intersex/Female Genital and Maternity, Endocrine/Nervous, Eye/Ocular Adnexa, Auditory, Radiology, Pathology/Laboratory, Medicine, CPT Modifiers, and HCPCS Level II Codes.

ICD-9-CM Exercises: Infectious/Parasitic Diseases, Neoplasms, Endocrine/Nutrition/Metabolic/ and Immunity Disorders., Blood and Blood-Forming Organs, Mental Disorders, Nervous System and Sense Organs, Circulatory, Respiratory, Digestive, Genitourinary, Pregnancy Childbirth and Puerperium, Skin and Subcutaneous, Musculoskeletal and Connective Tissue, Congenital Anomalies, Conditions of the Perinatal Period, Signs Symptoms & Ill-Defined Conditions, Injury & Poisoning, V Codes, and E Codes.

STUDENT REQUIREMENTS: Students are expected to submit all work (daily assignments written quizzes, research assignment, and final exam) on the dates scheduled by the instructor. Students will receive grades of “0” for any assignment/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor. Students will be provided specific guidelines to follow for all assignments. Failure to complete ALL of the required work will result in the student receiving a final course grade of “F.” Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. Students must maintain a minimum grade of “C” in this course if it is a prerequisite for other classes.

FINAL CLASS AVERAGE		GRADING SCALE	
CPT Exam	25%	A	(90-100)
ICD-9-CM Exam	25%	B	(80-89)
Final Exam	30%	C	(70-79)
Daily Average	17%	D	(60-69)
Internet Project	3%	F	(0-59)

TCSG GUARANTEE/WARRANTY STATEMENT:
The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING:

All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of “0” on each assignment/test due.

CPT/ICD Exams: Students will take an exam on each major section (CPT & ICD-9-CM) and also one comprehensive final exam using coding manual. Each exam can be taken only once and will count 25% of the final average. The grading scale on each exam will vary depending on the number of questions on the exam. Students may take up to 50 minutes per exam and should request a test at the beginning of class, as all tests must be turned in when class period is over. If a student leaves the classroom before the test is complete, test will be taken up by instructor and graded as complete.

Final Exam: Students will take a comprehensive final exam combining skills learned in both CPT and ICD-9-CM. On the final exam, students will demonstrate ability to assign codes for diagnoses, physicians' services and procedures using simulated patient record data and coding manuals.

Daily: Daily assignments will be graded periodically during the quarter. Unless otherwise noted, students are required to do the first 20 assignments on each page of the textbook. Graded daily assignments are noted on the document sheet by an asterisk. Any graded assignments should be removed from the book and put in the student folder for instructor to grade. Any nongraded daily assignments will be checked off with instructor and student will check and correct with a daily key. After reviewing grades, students must turn in all graded assignments.

Interactive Project: Each student will complete an interactive project utilizing the Internet. The class calendar indicates the deadline for completing the project. Please see instructor when you are ready to begin.

WITHDRAWING FROM CLASS: Students needing to withdraw from class should contact their instructor or program advisor.

WORK ETHICS: Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

ATTENDANCE POLICY: Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent. Students who are sleeping during class will be counted absent, as they are not mentally present.

INSTRUCTOR: Mrs. Bayto 274-7854 or tbayto@heartofgatech.edu

ACADEMIC DISHONESTY: *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline in accordance with the departmental Academic Dishonesty policy.*

INTERNET USAGE: Student may utilize the Internet as needed for working on the interactive project or researching medical information required for assignment completion.

INSTRUCTIONAL TECHNIQUES: Individualized instructional techniques will be used in reaching the course objectives in addition to small and large group discussions/demonstration. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES: Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator in the W R Stewart Building on behalf of the student. To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should talk to the instructor or department chairperson.

EQUAL OPPORTUNITY INSTITUTION: Heart of Georgia Technical College, (HGTC), does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and other college-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I-financed programs. It also encompasses the employment of personnel and contracting for goods and services. HGTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the College's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973:

- Designee for Students: Special Needs Facilitator, (478) 274-7652
- Designee for Employees: Human Resources Specialist, (478) 274-7934

Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964:

- Designee for Students: Director of Career Services, (478) 274-7643
- Designee for Employees: Human Resources Specialist, (478) 274-7934

BUS 226—Medical Insurance Billing/Coding/Insurance Document List

CPT Exercises

- ___ E&M—p. 7
- ___ E&M—p. 8
- ___ E&M—p. 9
- ___ Anesthesia—p. 10
- ___ Integumentary—p. 14
- ___ Musculoskeletal—p. 16
- ___ Musculoskeletal—p. 17
- ___ Musculoskeletal—p. 18
- ___ Respiratory—p. 20*
- ___ Cardiovascular—p. 22
- ___ Hemic/Lymph—p. 24
- ___ Digestive—p. 26*
- ___ Urinary—p. 28
- ___ Male Genital—p. 30*
- ___ Intersex/Female—p. 32
- ___ Endocrine/Nerv—p. 34
- ___ Eye/Ocular—p. 36
- ___ Auditory—p. 38*
- ___ Radiology—p. 40
- ___ Radiology—p. 41
- SKIP-Radiology—p. 42
- ___ Path/Lab—p. 44
- ___ Path/Lab—p. 45*
- ___ Path/Lab—p. 46
- ___ Medicine—p. 48
- ___ Medicine—p. 49
- SKIP-Medicine—p. 50
- ___ HCPCS—p. 52
- ___ CPT/HCPCS Modifiers—
p. 54
- ___ Exam Questions for CPT—
pp 113-123*

Grade Components:

- ___ CPT Exam—25%
- ___ ICD-9-CM Exam—25%
- ___ Interactive Proj—3%
- ___ Final Exam—30%

- ___ Final Average
- ___ Work Ethics Grade

ICD-9-CM Exercises

- ___ Infectious—p. 65
- ___ Infectious—p. 66
- ___ Neoplasms—p. 67
- ___ Neoplasms—p. 68
- ___ Endocrine—p. 69
- ___ Endocrine—p. 70
- ___ Blood—p. 71
- ___ Blood—p. 72*
- ___ Mental—p. 73
- ___ Mental—p. 74*
- ___ Nervous—p. 75
- ___ Nervous—p. 76
- ___ Circulatory—p. 77
- ___ Circulatory—p. 78
- ___ Respiratory—p. 79
- ___ Respiratory—p. 80*
- ___ Digestive—p. 81
- ___ Digestive—p. 82
- ___ Genitourinary—p. 83
- ___ Genitourinary—p. 84
- ___ Pregnancy—p. 85
- ___ Pregnancy—p. 86
- ___ Skin—p. 87
- ___ Skin—p. 88
- ___ Musculoskeletal—p. 89
- ___ Musculoskeletal—p. 90
- ___ Congenital—p. 91
- ___ Congenital—p. 92*
- ___ Conditions Peri—p. 93
- ___ Conditions Peri—p. 94
- ___ Symptoms/Signs—p. 95
- ___ Symptoms/Signs—p. 96*
- ___ Injury—p. 97
- ___ Injury—p. 98
- ___ V Codes—p. 99
- ___ V Codes—p. 100
- ___ E Codes—p. 101
- ___ E Codes—p. 102
- ___ Exam Questions for
ICD-9-CM—pp. 141-150*

Handouts:

- ___ Precert Form*
- ___ Referral Form*

Daily Grades:

(*On document list indicates graded daily assignments)

- | | |
|---------------|---------------|
| ___p. 20 | ___p. 72 |
| ___p. 26 | ___p. 74 |
| ___p. 30 | ___p. 80 |
| ___p. 38 | ___p. 92 |
| ___p. 45 | ___p. 96 |
| ___p. 113-123 | ___p. 141-150 |
| | ___Precert |
| | ___Referral |

___ **Daily Average—17%**

I understand that if I miss a critical/test day and do not call instructor prior to class with an extenuating circumstance, I will receive a zero for each assignment/test not completed.

Student Signature

Date