MEDICAL CODER/BILLER

MASTER PLAN OF INSTRUCTION
2019 - 2020

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MISSION
The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School District of Lee County does not discriminate on the basis of gender, race, color, age, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability in the provision of educational programs, activities or employment policies as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act, the Florida Educational Equity Act of 1984 and the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (239) 334-4544.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Fort Myers Technical College
3800 Michigan Avenue
Fort Myers, FL 33916
(239) 334-4544

Medical Coder/Biller - Online

INTRODUCTION

Medical coders/billers work in a variety of healthcare areas such as hospitals, physician's offices and billing companies. Coders review the provider's documentation in order to assign diagnoses and procedure codes that are used for reimbursement and data purposes. Billing forms are then filed based on the codes assigned. In the Medical Coder/Biller program, students learn to use two different systems in order to assign codes to the reimbursement systems for outpatient coding, the ICD-10-CM for diagnosis and the CPT code set for procedures.

- Prepare for jobs such as medical coding specialist, revenue cycle analyst, medical billing specialist or payment poster/insurance verification.
- Graduates are eligible to sit for the CPC or CPB exams, which is a **national certification exam** through AAPC – (American Academy of Professional Coders).
- Some credits earned in FMTC's Medical Coder/Biller program will be applied toward an Associate Degree from Florida Southwestern State College.

PROGRAM MISSION

The mission of the Medical Coder/Biller program is to prepare competent entry-level medical coders/billers in the cognitive (knowledge), organizational (skills), and affective (behavior) learning domains.

PROGRAM PHILOSOPHY

The Medical Coder/Biller course philosophy is to facilitate an online learning environment in which to spark the ability and enthusiasm of all students and to inspire them to learn and to continue learning long after they receive a certificate.

PROGRAM CONTENT

- Medical Ethics
- Medical Terminology and Anatomy
- CPT-4 Procedure Coding
- ICD-10-CM Diagnosis Coding
- Insurance Knowledge
- Insurance Claim Form Preparation
- Electronic Medical Records

ESSENTIAL TRAINING TASKS

- Use of technology to enhance the effectiveness of communication and medical office skills
- Use of ICD-10-CM and CPT coding sets
- Understanding and use of medical Anatomy/Physiology/Terminology
- Processing medical documents
- HIPAA training
- Development of interpersonal and professional skills
- Application of computer concepts using Microsoft Office and medical software
- Telephone, e-mail, and mail handling
- Customer service online training

Physical Requirements

- Ability to sit at a computer for an extended period of time.

Cognitive Requirements

- Ability to follow written and oral instructions
- Work as a self-directed learner
- Synthesize and apply knowledge from previous lessons
- Focus on technical reading
- Follow step-by-step written instruction
- Interpret charts and diagrams

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

POLICIES AND GRADING GUIDELINES

Satisfactory Academic Progress (SAP)

SAP is required to remain enrolled in the Online Medical Coder/Biller program. A cumulative grade average of 75% is required by the end of each semester. Failure to move through the program in a timely pace is cause for additional monetary tuition from FMTC. All students are allowed fifteen months from the date of enrollment to complete the course.

Program Work Assignments

Your assignments are published on Blackboard. The assignments are listed in Units to be completed. Complete each unit **in order** before moving on to the next unit. If you are relying on the Excel spread sheet for direction, please remember to check the MEDCO Lessons on Blackboard for additional coding work and PowerPoint audio lectures.

Answer keys for text and workbooks are provided under the **MEDCO** tab on the left side of your Blackboard screen. Please make sure you understand all the material being taught. Your instructor is your resource person, please email or call the instructor for any help. Do not hesitate to ask for assistance with anything you do not understand. **All responses to your emails and/or telephone calls will be answered by the instructor within a 24-hour period.**

Ethics & Integrity: You are expected to complete your assignments, taking shortcuts or failing to complete all the coding assignment will lower your coding ability. This will have a major impact on your certification exams. Prior to being awarded a diploma from FMTC, all students must appear in person with proper identification and take the final examination, this is not a computerized exam.

Grades: Student grades are based upon the following scale for all exams:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Only exam grades will be recorded and count toward your cumulative grade average. A passing score of 75% is required. If you score below that and wish to retake the exam, please contact the instructor. Students may take the quizzes as many times as you need, these grades are not viewed by the instructor.

REQUIREMENTS FOR A CERTIFICATE

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed. Successful completion is at least an 85 percent average in the areas of skills, knowledge, and work habits.

Proficiency in the competency standards listed in the Master Plan of Instruction must be demonstrated.

Students must meet minimum Wonderlic skill requirements (or qualify for an exemption) prior to graduation.

JOB DESCRIPTIONS

OCP A Introduction to Health Information Technician (90 hours)

After completion of OPC A students would be able to complete the following tasks in an office setting:

- Demonstrate language arts knowledge and skills
- Demonstrate science knowledge and skills
- Demonstrate an understanding of the healthcare delivery system and health occupations
- Describe the functions of a health record
- Identify the importance of privacy and health records law in healthcare
- Demonstrate computer knowledge and skills

OCP B Medical Coder/Biller 1 (350 Hours)
Medical Coder/Biller 2 (350 Hours)
Medical Coder/Biller 3 (320 Hours)

Students completing OCP B would be able to gain an entry-level positon in a medical setting. Employment opportunities might consist of level one coder, payment posting, insurance verification, claims management, claim auditing, and chart organization.

TEXTBOOKS

For the most recent book list for the Medical Coder/Biller program, visit FMTC's online bookstore – www.fmtcshop.com or request a booklet from the instructor.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education curriculum frameworks for program objectives and competencies.

Florida Department of Education
Curriculum Framework

Program Title: **Medical Coder/Biller**
Program Type: **Career Preparatory**
Career Cluster: **Health Science**

PSAV	
Program Number	H170529
CIP Number	0351070716
Grade Level	30, 31
Standard Length	1110 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2071 Medical Records and Health Information Technicians 29-2099 Health Technologists and Technicians, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 11 Reading: 11

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/biller or SOC Code 29-2071(Medical Records and Health Information Technicians).

The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HIM0009	Introduction to Health Information Technology	90 hours	29-2099
B	HIM0091	Medical Coder/Biller I	350 hours	29-2071
	HIM0092	Medical Coder/Biller II	350 hours	
	HIM0093	Medical Coder/Biller III	320 hours	

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0 Demonstrate an understanding of the healthcare delivery system and health occupations.
02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Explore health informatics and information management as a profession.
04.0 Demonstrate an understanding of health data concepts.
05.0 Describe the functions of a health record.
06.0 Demonstrate a basic understanding of Health Information Technology.
07.0 Discuss classification systems, clinical vocabularies and terminologies.
08.0 Explore ethical issues in Health Informatics and Information Management.
09.0 Identify the importance of privacy and health records law in healthcare.
10.0 Utilize appropriate health services organization and delivery system regulations.
11.0 Demonstrate computer knowledge and skills.
12.0 Demonstrate employability skills.
13.0 Describe the anatomy and physiology of the human body.
14.0 Demonstrate proficiency in the application of medical terminology.
15.0 Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology.
16.0 Demonstrate proficiency in the use of ICD and CPT coding systems, both manual and automated.
17.0 Demonstrate proficiency in ICD coding complexities.
18.0 Explain the significance of health information services to the Medical Coder/Biller.
19.0 Demonstrate ethical and legal principles with regard to the use of medical records.
20.0 Demonstrate understanding of medical billing.