



MISSION STATEMENT

"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"

MEDICAL BILLING AND CODING

Meeting Time: Tuesdays (Mornings & Evenings)

Instructors: TBA

Office Address: 422 Main St, Malden MA 02148

320 Washington St, Brookline, MA 02445

Office Phone: Malden (781)333-3522 - Brookline (617)383-6058

E-mail: TBA

Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description

An intensive, hands-on course of study developing essential skills necessary to process medical claims by acquiring appropriate diagnostic and treatment codes into the universal billing forms from a medical history form. Basic computing and office technology skills are essential to function effectively in the classroom setting and while completing homework assignments.

II. Course Goals and Objectives

Students will gain familiarity with:

- General Medical Terminology
- Gross Human Anatomy
- Human body in health and disease
- Essential Diagnostic Coding (ICD)
- Essential Procedural Coding (CPT)
- CMS 1500 and UB billing forms
- Computer data entry

III. Class Expectations and Assignments

The course is designed to integrate discussion and interaction of students on the multiple knowledge areas. Students are expected to spend about 2 hours reading assigned materials, watch associated videos and presentations and/or work on a group project before and after each class. Class participation will be assessed by attendance and participation in in-class learning activities.

IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Homework
- Quizzes
- Final Exam

A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes

Upon successful completion of this program, students will be able to do the following:

- Perform administrative activities consistent with a medical office.
- Accurately create, read, understand, and maintain medical records.
- Demonstrate competence and understanding in the use of medical practice management software applications to competently perform the medical billing and coding process.
- Code accurately using the ICD-10-CM and CPT books to extract and summarize information from medical records to properly demonstrate medical necessity of the medical services performed.

**Student success is our priority, don't hesitate to ask questions and always give your best!!!!
Good Luck**

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	URINARY SYSTEM	<ul style="list-style-type: none"> • Intro to Billing and Coding • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 2	FEMALE AND MALE REPRODUCTIVE SYSTEM	<ul style="list-style-type: none"> • Quiz about prefixes and suffixes • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 3	MUSCULOSKELETAL SYSTEM	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 4	EXERCISE REVIEW FROM 3 PREVIOUS CLASSES	<ul style="list-style-type: none"> • Homework Review • Cases for Previous 3 Classes
WEEK 5	BLOOD	<ul style="list-style-type: none"> • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 6	CARDIOVASCULAR SYSTEM	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 7	RESPIRATORY SYSTEM	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 8	EXERCISE REVIEW FROM 3 PREVIOUS CLASSES	<ul style="list-style-type: none"> • Homework Review • Cases for Previous 3 Classes
WEEK 9	DIGESTIVE SYSTEM	<ul style="list-style-type: none"> • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 10	NERVOUS SYSTEM	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 11	SENSORY ORGANS	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • Translation, CPT and ICD Exercises
WEEK 12	EXERCISE REVIEW FROM 3 PREVIOUS CLASSES	<ul style="list-style-type: none"> • Homework Review • Cases for Previous 3 Classes
WEEK 13	BILLING CLASS ICD, CPT, intro to CMS 1500	<ul style="list-style-type: none"> • Lecture and Presentation on Topic • CMS 1500 Exercises
WEEK 14	BILLING CLASS Health Insurance – HMO, PPO	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • CMS 1500 Exercises and Cases
WEEK 15	BILLING CLASS MEDICARE, MEDICAID	<ul style="list-style-type: none"> • Quiz from previous Topic • Lecture and Presentation on Topic • CMS 1500 Exercises and Cases
WEEK 16	BILLING CLASS Claim Processing (payments	<ul style="list-style-type: none"> • Pre-Test Review • CMS 1500 Exercises and Cases • Final Test

Upon completion students are expected to complete a comprehensive examination utilizing their skills in medical terminology, medical record review and comprehension, medical data entry, CPT and ICD coding of the CMS 1500 billing form.