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
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.