



MEDICAL BILLING & MEDICAL CODING COMBINATION PROGRAM

MBILLMCODE — Medical Billing and Medical Coding , hours

PROFESSOR

Gina Hobert

Gina is the Internal Audit Director at MaineGeneral Health in the Health Information Services Department. Prior to joining MaineGeneral Health, she was a Senior Manager Consultant at BNN's healthcare management consulting practice, specializing in medical billing and coding education, provider education, chart auditing, billing compliance, provider-based practices and billing, and chargemaster reviews.

Gina has over 25 years of healthcare experience, including managing billing compliance and medical audit functions, and conducted educational sessions for a major New England hospital system. She was also previously employed as the director of the Coding Center, which provided chart auditing services, on-site coding education programs, and coding certification courses.

CONTACT INFORMATION

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Medical Billing

Green, Michelle A., and Jo Ann C. Rowell. *Understanding Health Insurance: A Guide to Billing and Reimbursement*. 14th ed. Clifton Park, NY: Delmar Cengage Learning, 2019

Medical Coding

Buck, Carol J. *Step-by-Step Medical Coding*. 1st ed. Elsevier, 2018

Buck, Carol J. *Workbook for Step-by-Step Medical Coding*. 1st ed. Elsevier, 2018

AACP. *ICD-10-CM Code Book*. AAPC, 2021

AACP. HCPCS Level II Expert 2021. AAPC, 2021

AMA. AMA CPT® Professional. AMA, 2021

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.

Course Requirement Summary

- Assignments - Total of 140 Points
- Weekly discussion forums-Total of 70 Points
- Lesson Test - 1400 Points
- Final Exam - 50 Points
- Practical Learning Exercises – 200 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 1660. To determine the final grade, the student's earned points are divided by 1660.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

D = (60% - 69%)

F < (Below 60%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This

process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1		Medical Terminology		Objective 1 Objective 2

Medical Terminology and
NHA Registration

NHA Registration

Complete all activities and
tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #2	Health Insurance Specialist Career	Reading: Chapter 1 Assignment #1 Simulation #2 Test 1	Complete all activities and tests in lesson	Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #3 outcome 3	Introduction to Health Insurance / Managed Health Care	Reading: Chapters 2 and 3 Assignment #2 Simulation #3 Test 2	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #4 outcome 6	Processing an Insurance Claim	Reading: Chapter 4 Assignment #3 Forum - Life Cycle of a Claim Test 3 Simulated Experiential Learning Exercise 4	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	Legal and Regulatory Issues	Reading: Chapter 5 Assignment #4 Forum - Simulation #5 Test 4	Complete all activities and tests in lesson	Objective 1 Objective 4

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #6 outcome 1 outcome 4	ICD-10-CM Coding	Reading: Chapter 6 Assignment #5 Simulation #6 Test 5	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	CPT Coding	Reading: Chapter 7 Assignment #6 Test 6	Complete all activities and tests in lesson	Objective 1 Objective 4

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #8	HCPCS Coding System	Reading: Chapter 8 Assignment #7 Test 7	Complete all activities and tests in lesson	Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #9				Objective 5

CMS Reimbursement Methodologies

Reading: Chapter 9
Assignment #8
Test 8

Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #10	Coding for Medical Necessity	Reading: Chapter 10 Assignment #9 Test 9	Complete all activities and tests in lesson	Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #11	Essential CMS-1500 Claim Instructions	Reading: Chapter 11 Forum - InsureKids Assignment #10 Test 10	Complete all activities and tests in lesson	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #12	Commercial Insurance	Reading: Chapter 12 Assignment #11 Test 11	Complete all activities and tests in lesson	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #13	Blue Cross and Blue Shield Plans	Reading: Chapter 13 Assignment #12 Forum - Blue Cross Blue Shield Test 12	Complete all activities and tests in lesson	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #14	Medicare and Medicaid	Reading: Chapters 14 and 15 Assignment #13 Forum - CMS Quarterly Medicare Updates Test 13	Complete all activities and tests in lesson	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #15	<ul style="list-style-type: none">TRICARE and Worker's Compensation	Reading: Chapters 16 and 17 Discussion Forum—TRICARE Assignment #14 Forum - Course Experience Test 14	Complete all activities and tests in lesson	Objective 1 Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #16	<ul style="list-style-type: none">Final Examination	Final Exam Code of Ethics	Complete all activities and tests in lesson

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #17				Objective 4 Objective 8

Reimbursement,
HIPAA, &
Compliance

Reading: Chapter 1
Assignment #1
Forum - Medicare Fraud
Simulation #1
Medical Coding Lesson 1 Test

Complete all activities

Objective 9

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #18	An Overview of ICD-10-CM / ICD-10-CM Outpatient Coding & Reporting Guidelines	Reading: Chapters 2 and 3 Assignment #2 Forum - ICD-10 Excludes Notes Medical Coding Lesson 2 Test	Complete all activities	Objective 10 Objective 11

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #19	Using ICD-10-CM	Reading: Chapters 4 and 5 Assignment #3 Forum - Assigning Codes Medical Coding Lesson 3 Test	Complete all activities	Objective 10 Objective 11

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #20	Using ICD-10-CM Continued	Reading: Chapters 6 and 7 Assignment #4 Forum - Circumstances for Coding ICD-10 Signs and Symptoms Medical Coding Lesson 4 Test	Complete all activities	Objective 10 Objective 11

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #21	Introduction to the CPT and Level II National Codes/ Modifiers	Reading: Chapters 8, 9, and 10 Assignment #5 Medical Coding Lesson 5 Test	Complete all activities	Objective 11 Objective 12 Objective 13 Objective 14 Objective 15

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #22	Evaluation and Management (E/M) Services, Anesthesia/ Surgery Guidelines, and General Surgery	Reading: Chapters 11, 12, and 13 Assignment #6 Forum - Consider the Statement Medical Coding Lesson 6 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #23	Integumentary System/ Musculoskeletal System	Reading: Chapters 14 and 15 Forum - Coding for Different Practices Assignment #7 Medical Coding Lesson 7 Test Simulation #2	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #24	Respiratory Systems/ Cardiovascular System	Reading: Chapters 16 and 17 Assignment #8 Simulation #3 Medical Coding Lesson 8 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #25	Hemic, Lymphatic, Mediastinum, and Diaphragm/ Digestive	Reading: Chapters 18 and 19 Assignment #9 Medical Coding Lesson 9 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15
Lesson #26	Urinary and Male Genital Systems/Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery	Reading: Chapters 20 and 21 Assignment #10 Global Pregnancy Period Medical Coding Lesson 10 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15
Lesson #27	Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope	Reading: Chapters 22 and 23 Assignment #11 Medical Coding Lesson 11 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15
Lesson #28	Radiology/Pathology/ Laboratory	Reading: Chapters 24 and 25 Assignment #12 Medical Coding Lesson 12 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15
Lesson #29	Medicine	Reading: Chapter 26 Assignment #13 Simulation #4 Medical Coding Lesson 13 Test	Complete all activities	Objective 1 Objective 11 Objective 12 Objective 13 Objective 14 Objective 15
Lesson #30	Impatient Coding	Reading: Chapter 27 Assignment #11 Assignment #14 Simulation #5 Course Experience	Complete all activities	
Lesson #31	Career Visioning Assignment			
Lesson #32	Final Exam	Final Exam	Study for Final Exam	

DESCRIPTION

Lakewood College's Medical Billing program is to provide a comprehensive understanding of medical billing and its components. This program will contain many topics regarding medical billing topics such as managed care, insurance claim processing, a brief introduction to ICD-10-CM coding, HCPCS coding, and CPT coding and reimbursement methodologies. It will also cover claim form submission for Medicare, Medicaid, Blue Cross Blue Shield, Workers' Compensation, and TRICARE. It will also cover the basic office needs, how coding and billing interrelate, and how to maintain and establish the electronic health record.

OBJECTIVES

- 1) Apply medical terminology
- 2) Explain the importance of health insurances and managed health care
- 3) Process an insurance claim for commercial insurance, Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, and Workers' Compensation
- 4) Demonstrate the basics of medical coding
- 5) Explain the importance of coding for medical necessity
- 6) Explain the legalities of medical billing
- 7) Follow essential CMS-1500 Claim instructions
- 8) Describe the difference between Medicare Part A, B, C, and D
- 9) Locate and translate regulatory rules and regulations as they apply to medical billing and coding
- 10) Describe the structure of an ICD-10-CM code
- 11) Demonstrate the ability to navigate the layout of the ICD-10-CM, CPT, & HCPCS manuals
- 12) Describe the layout and guidelines of the ICD-10, CPT, & HCPCS manuals
- 13) Illustrate ability to abstract diagnostic statements from the medical record and differentiate between main and modifying terms and subterms in the coding manuals
- 14) Choose diagnoses and procedures using the ICD-10, CPT, & HCPCS manuals, following chapter-specific guidelines
- 15) Recognize the structure of an ICD-10-CM code