TYLER JUNIOR COLLEGE
School of Continuing Studies

Education & Training Plan
Medical Billing & Coding with Medical Administration Online
includes National Certification and Clinical Externship

MyCAA Information
Course Code: TJC-MBCMA12
Program Duration: 6 Months
Course Contact Hours: 800
Student Tuition: $3,850

This training program combines two in-demand healthcare certifications with important front office Microsoft end user computer skills. Key areas include:

- **Medical Billing & Coding with AAPC, AHIMA or NHA national coding certification**
- **Medical Administrative Assistant – National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification**
- **Microsoft Office Desktop Skills**

The Medical Billing & Coding Profession
Medical billing and coding is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

The Medical Administration Profession
Medical administrative assistants primarily work in doctor's offices, clinics, outpatient settings, hospitals, and other healthcare settings. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. Employment of a medical assistant is expected to grow an impressive 34% by 2018.

The Medical Billing & Coding Program
This billing and coding course offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for insurance reimbursements.

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. This course covers the following key areas and topics:

- An overview of healthcare and the insurance industry
- The organization and use of the ICD-9-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM
- Detailed review and practice coding examples from all sections within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

Medical Billing & Coding Detailed Course Information:
- Introduction to International Classification of Diseases, Clinical Modifications and Coding Guidelines
- Introduction to the organization and use of the ICD-9-CM and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory
- sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedures of the integumentary system
- Coding surgical and medical procedures of the cardiovascular system
- Coding procedures related to the female genital system and maternity care and delivery
- Coding for general surgery, radiology, pathology and laboratory services
- Coding for diagnostic and therapeutic services and the Level II National Codes
- Tracing delinquent claims and insurance problem solving
- Third-party reimbursement issues

Medical Billing & Coding Education Requirements and Certifications
- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

The Medical Administration with NHA-CMAA Certification
This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:
- History and background of the medical assisting profession
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances

Medical Administration Detailed Course Information:
- An overview of the healthcare industry and expectations for a healthcare professional
- Role of the medical administrative assistant
- History of medicine, medicine and the law, medical malpractice, medical ethics, and medical practice specialties
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Technology in the healthcare environment
- Basic terminology used in the medical office
- Medical records management, confidentiality of the medical record, initiating a medical record for a new client and filing reports in the medical record
- HIPAA review and patient bill of rights and confidentiality
- Financial and practice management
- Health insurance coverage, and billing and coding procedures
- Professional fees, billing and collecting procedures, accounting systems and credit arrangements
- Medical accounting, financial statements, cost analysis, and budgets for the medical practice
- Specimen collection, laboratory safety and federal and state regulations
- Assisting with medical emergencies
- Career development

Medical Administration Education Requirements and Certification
- Students should have or be pursuing a high school diploma or GED.
- Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA).

Discover Microsoft Office 2010 Comprehensive

"Discover Microsoft Office 2010 Comprehensive" is a five module course that provides training for the following software applications: Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010. These self-directed modules enable students to select the skills they need. The modules use audio and text to introduce the MS Office interfaces and tools and foster student interactivity through instructions to click on various tools and buttons to advance the instruction.

At the end of this course, students will be able to:
- Apply common features found on the Word 2010 Ribbon.
- Apply applications found on the Word 2010 File, Home, Insert, Page Layout, References, Mailings, Review, View, and Developer tabs.
- Apply common features found on the Excel 2010 Ribbon.
- Apply applications found on the Excel 2010 File, Home, Insert, Page Layout, Formula, Data, Review, and View tabs.
- Apply common features found on the PowerPoint 2010 Ribbon.
- Apply applications found on the PowerPoint 2010 File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Adobe Presenter tabs.
- Apply common features found on the Access 2010 Ribbon.
- Apply applications found on the Access 2010 File, Home, Create, External Data, Database Tools, and Add-Ins tabs.
- Apply common features found in the Outlook 2010 Ribbon.
- Apply applications found on the Outlook 2010 File, Send/Receive, Folder, and View tabs.

Module 1
The Discover Microsoft Word 2010 Comprehensive module is comprised of five units. Each unit contains three individualized lesson plans. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Word 2010 environment with self-paced learning opportunities and "hands-on" developmental activities.

Module 2
The Discover Microsoft Excel 2010 Comprehensive module is comprised of five units. Each unit contains three individualized lesson plans. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Excel 2010 environment with self-paced learning opportunities and "hands-on" learning activities.

Module 3
The Discover Microsoft PowerPoint 2010 Comprehensive module is comprised of three units. Each unit contains three individualized lesson plans. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft PowerPoint 2010 environment with self-paced learning opportunities and "hands-on" learning activities.

Module 4
The Discover Microsoft Access 2010 Comprehensive module is comprised of three units. Each unit contains three individualized lesson plans. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Access 2010 environment with self-paced learning opportunities and "hands-on" learning activities.

Module 5
The Discover Microsoft Outlook 2010 Comprehensive module is comprised of one unit and three individualized lesson plans. Within each lesson, this comprehensive and immersive learning application simulates the Microsoft Outlook 2010 environment with self-paced learning opportunities and "hands-on" learning activities.

Nationally Recognized Certification Exams:
Students who complete this course could be qualified to sit for the Microsoft Office Specialist Certification exams. A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2010 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards. Separate exams are available on each application.

- MOS: Microsoft Office Word 2010
- MOS: Microsoft Office Word 2010 Expert
- MOS: Microsoft Office Excel 2010
- MOS: Microsoft Office Excel 2010 Expert
- MOS: Microsoft Office PowerPoint 2010
- MOS: Microsoft Office Outlook 2010
- MOS: Microsoft Office Access 2010

Program System Requirements:

Windows Users:
- Windows 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:
- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:
- iPad – iOS 5.1 (or latest)

Screen Resolution:
- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:
- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
  - Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
  - Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

Suggested Plug-ins:
- Flash Player
- Real Player
- Adobe Reader
- Java