



School of Continuing Studies

Tyler Junior College
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www.tjc.edu/continuingstudies/mycaa
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Education & Training Plan Medical Billing & Coding Certification Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Tyler Junior College Program with Externship

Course Code: TJC-MC 04
Program Duration: 6 Months
Course Contact Hours: 375
Student Tuition: \$3,250

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 2022; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.

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), the ICD-10 for both diagnosis and procedure coding 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-10-CM, CPT, and HCPCS manuals to identify correct codes

- Detailed review and practice using the alphabetic index and tabular list of the ICD-10-CM
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims

Education and Certifications

- Students should have or be pursuing a high school diploma or GED.
- National Certification exam is available to students who successfully complete this program:
 - **National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS)**

Medical Billing & Coding Detailed Course Information

This program covers the following key areas and topics:

- Introduction to International Classification of Diseases, Clinical Modifications, Coding Guidelines, Basics of diagnostic and procedural coding
- Introduction to the organization and use of the ICD-10 and CPT manuals
- The Health Insurance Claim Form (CMS 1500)
- Reviews of both ICD-10-CM (diagnostic coding) and ICD-10-PCS (inpatient procedural coding)
- 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
- Coding surgical procedures of the integumentary 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, insurance problems & third-party reimbursement issues

National Certification

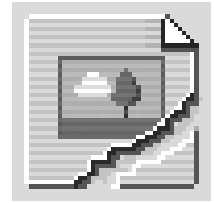
Students who complete the Tyler Junior College Medical Billing & Coding program will be prepared to sit for the NHA CBCS national certification exam(s). In order to work as a Medical Billing & Coding, many states nationwide are requiring that learners achieve national certification prior to working in that state. Students who complete this program are encouraged to complete the practical/clinical externship option with their program. This comprehensive program is designed to prepare students to sit for NHA CBCS exam(s). Students who complete this program can and do sit for the NHA CBCS national certification exam(s) and are qualified, eligible and prepared to do so.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. The institution works with national organizations and has the ability to place students in externship opportunities nationwide.

Tyler Junior College contact: If students have any questions regarding this program including national certification and externships , **they should call Judie Bower of Tyler Junior College at | (800) 298-5226 or via email at jbow@tjc.edu**

Note : No refunds can be issued after the start date published in your Financial Award document.



About Tyler Junior College!

Welcome to Tyler Junior College! One of the oldest junior colleges in Texas, the College was established in 1926 with a mission of providing the finest academic education for freshmen and sophomore students. Tyler Junior College remains committed to that goal while also recognizing the changing role of community colleges and the need to provide quality training for technical fields. There are several unique aspects of the healthcare career programs available to students through the School of Continuing Studies at Tyler Junior College (TJC). In addition to enrollment of over 32,000 students annually, Tyler Junior College (TJC) has been the Texas leader in healthcare technician training and education programs for over 12 years. Over the last 12 years, approximately 13,000 students have successfully completed TJC's Pharmacy Technician, Dental Assisting, Medical Billing & Coding, Clinical Medical Assistant and other healthcare programs.

www.tjc.edu/continuingstudies/mycaa



Tyler Junior College and Pearson Education

Tyler Junior College's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at www.pearson.com.

About Pearson Education

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Medical Terminology Modules

INTRODUCTION TO MEDICAL TERMINOLOGY

- Explain the role of medical terminology in the healthcare field
- List the types of medical terms
- Describe the word parts that make up a medical term
- Apply rules for combining word parts to create medical terms
- Use strategies to analyze medical terms

ANATOMICAL TERMINOLOGY

- Identify the planes and sections of the body
- Use correct directional terms to reference body position
- Use correct anatomical terms to reference body structures
- Align internal organs to the correct body cavity

DERMATOLOGY: INTEGUMENTARY SYSTEM

- Define the medical specialty of dermatology
- Review basic anatomy of the integumentary system
- Identify common roots, combining forms, suffixes, and abbreviations related to the integumentary system
- Build medical terms related to the integumentary systems

ORTHOPEDICS: MUSCULOSKELETAL SYSTEM

- Define the medical specialty of orthopedics
- Review basic anatomy of the musculoskeletal system
- Identify common roots, combining forms, suffixes, and abbreviations related to the musculoskeletal system
- Build medical terms related to the musculoskeletal systems

CARDIOLOGY: CARDIOVASCULAR SYSTEM

- Define the medical specialty of cardiology
- Review basic anatomy of the cardiovascular system
- Identify common roots, combining forms, suffixes, and abbreviations related to the cardiovascular system
- Build medical terms related to the cardiovascular system

HEMATOLOGY AND IMMUNOLOGY: BLOOD AND IMMUNE SYSTEMS

- Define the medical specialties of hematology and immunology
- Review basic anatomy of the blood and immune systems
- Identify common roots, combining forms, suffixes, and abbreviations related to the blood and immune systems
- Build medical terms related to the blood and immune systems

PULMONOLOGY: RESPIRATORY SYSTEM

- Define the medical specialty of pulmonology

- Review basic anatomy of lower respiratory system
- Identify common roots, combining forms, suffixes, and abbreviations related to the lower respiratory system
- Build medical terms related to the lower respiratory systems

GASTROENTEROLOGY: DIGESTIVE SYSTEM

- Define the medical specialty of gastroenterology
- Review basic anatomy of the digestive system
- Identify common roots, combining forms, suffixes, and abbreviations related to the digestive system
- Build medical terms related to the digestive system

UROLOGY AND NEPHROLOGY: URINARY SYSTEM AND MALE REPRODUCTIVE SYSTEMS

- Review basic anatomy of the urinary and male reproductive systems
- Identify common roots, combining forms, suffixes, and abbreviations related to the urinary and male reproductive systems
- Build medical terms related to the urinary and male reproductive systems
- Define the medical specialty of neurology

OBSTETRICS AND GYNECOLOGY: FEMALE REPRODUCTIVE SYSTEM

- Define the medical specialties of obstetrics and gynecology
- Review basic anatomy of the female reproductive system
- Examine the processes of fertilization, pregnancy, labor, and delivery
- Identify common roots, combining forms, suffixes, and abbreviations related to the female reproductive system, pregnancy, and childbirth
- Build medical terms related to the female reproductive system, pregnancy, and childbirth

NEUROLOGY: NERVOUS SYSTEM

- Define the medical specialty of neurology
- Review basic anatomy of the brain, spinal cord and nerves
- Identify common roots, combining forms, suffixes, and abbreviations related to the nervous system
- Build medical terms related to the nervous system

ENDOCRINOLOGY: ENDOCRINE SYSTEM

- Define the medical specialty of endocrinology
- Review basic anatomy of the glands of the endocrine system
- Identify common roots, combining forms, suffixes, and abbreviations related to the endocrine system
- Build medical terms related to the endocrine system

OPHTHALMOLOGY AND OTORHINOLARYNGOLOGY: EYE, EAR, NOSE, AND THROAT

- Define the medical specialties of ophthalmology and otorhinolaryngology
- Review basic anatomy of the eye, ear, nose, and throat
- Identify common roots, combining forms, suffixes, and abbreviations related to the eye, ear, nose, and throat
- Build medical terms related to the eye, ear, nose, and throat

Medical Billing & Coding Modules

REIMBURSEMENT, HIPPA, AND COMPLIANCE

- Address ethical issues related to medical coding
- Describe the purpose and components of Medicare Parts A, B, C, and D
- Explain the role of Quality Improvement Organizations (QIOs)
- Identify goals of the Health Insurance Portability and Accountability Act (HIPAA)
- Explain the relevance of the Federal Register for physician reimbursement
- Explain the third-party reimbursement structure established by the Resource-Based Relative Value Scale (RBRVS) system
- Describe the structure of Medicare fraud and abuse prevention
- Identify the major components of Managed Health Care

ICD-10-CM GUIDELINES: AN OVERVIEW

- Identify the first-listed diagnosis in an encounter or visit
- Describe the coding guidelines for unconfirmed diagnoses
- Describe the coding guidelines for outpatient surgery
- Describe the coding guidelines for additional diagnoses
- Explain Z code reporting
- Distinguish between first-listed conditions and coexisting conditions
- Describe the reporting of an observation stay
- Describe the reporting of an uncertain diagnosis
- Describe the coding guidelines for chronic diseases
- Describe the coding guidelines for diagnostic services
- Distinguish between ICD-9-CM coding and ICD-10-CM coding
- Discuss the challenges and benefits of the ICD-10-CM coding system

ICD-10-CM: ORGANIZATION AND RULES

- Use the Alphabetic Index and Tabular List
- Explain the steps to accurate coding
- Explain the organization of the Official Guidelines for Coding and Reporting
- Explain the need for level of specificity in diagnosis coding
- Explain how to assign multiple codes to a single condition
- Differentiate between the reporting of acute and chronic conditions
- Explain how to apply combination codes
- Differentiate between residual and late effects
- Describe the coding guidelines for chronic diseases
- Describe how to determine if a condition is impending or threatened
- Explain the rules for reporting the same diagnosis code more than once
- Explain how to assign codes based on laterality

ICD-10-CM: CODING GUIDELINES PART 1

- Analyze codes for infectious and parasitic diseases
- Analyze codes for neoplasms

- Analyze codes for the blood and blood-forming organs
- Analyze codes for disorders involving the immune mechanism
- Analyze codes for endocrine, nutritional, and metabolic diseases
- Analyze codes for mental, behavioral, and neurodevelopmental disorders
- Analyze codes for disease of the nervous system
- Analyze codes for diseases of the eye and adnexa
- Analyze codes for conditions of the ear and mastoid process

ICD-10-CM: CODING GUIDELINES PART 2

- Analyze codes for diseases of the circulatory system
- Analyze codes for diseases of the respiratory system
- Analyze codes for diseases of the digestive system
- Analyze codes for diseases of the integumentary system
- Analyze codes for diseases of the musculoskeletal system
- Analyze codes for the genitourinary system

ICD-10-CM: CODING GUIDELINES PART 3

- Analyze codes for conditions related to pregnancy, childbirth, puerperium, and the perinatal period
- Analyze codes for congenital malformations, deformities, and chromosomal abnormalities
- Explain how to code symptoms, signs, and abnormal clinical laboratory findings that are not elsewhere classified
- Explain how to code injury, poisonings, and certain other consequences of external causes

INTRODUCTION TO THE CPT AND LEVEL II NATIONAL CODE (HCPCS)

- Differentiate between CPT and HCPCS coding systems
- Explain the three categories of CPT codes
- Identify main terms and subterms in procedure documentation
- Use the CPT manual to locate and verify codes for services and procedures
- Explain the handling of unlisted procedures/services and the special report
- Apply HCPCS codes

CPT MODIFIERS

- Explain the purpose of CPT modifiers
- Assign CPT modifiers to various service and procedure scenarios

CPT CODING: EVALUATION AND MANAGEMENT SERVICES

- Explain the three components of E/M code assignment
- Analyze documentation of patient history, examination, and medical decision-making according to the level of service, and then use your knowledge to select the correct codes
- Assess contributing factors as they apply to the level of service and code selection
- Apply CMS Documentation Guidelines to assign codes to E/M services

CPT CODING: ANESTHESIA SERVICES

- Differentiate between types of anesthesia

- Use the anesthesia formula to calculate payments
- Appropriately code anesthesia services
- Assign modifiers to anesthesia codes

CPT CODING: RESPIRATORY SYSTEM PROCEDURES

- Apply anatomical information and respiratory terminology to locate correct codes
- Differentiate among codes based on the surgical approach used for the procedure
- Apply rules to correctly code respiratory services and procedures

CPT CODING: CARDIOVASCULAR SYSTEM PROCEDURES

- Organize cardiovascular services according to the Surgery, Medicine, and Radiology specialties
- Differentiate among the rules for coding across the three CPT sections
- Apply guidelines and rules to correctly report cardiovascular services
- Apply anatomical information and cardiovascular terminology to locate correct codes

CPT CODING: HEMIC, LYMPHATIC, MEDIASTINUM, AND DIAPHRAGM PROCEDURES

- Assign codes to the hemic and lymphatic systems services
- Assign codes to mediastinum and diaphragm services
- Identify procedures relating to the spleen and corresponding systems

CPT CODING: DIGESTIVE SYSTEM PROCEDURES

- Review the format and codes of the Digestive System subsection
- Identify the anatomy and terminology of the digestive system sites and organs
- Apply guidelines and rules to correctly code procedures within the Digestive System subsection

CPT CODING: URINARY AND MALE REPRODUCTIVE SYSTEM PROCEDURES

- Align procedures to anatomical structures within the urinary and male genital system subsections
- Apply rules and guidelines to correctly assign codes to urinary system procedures
- Apply rules and guidelines to correctly assign codes to male genital system procedures
- Align procedures to anatomical structures in the male genital system subsection

CPT CODING: FEMALE REPRODUCTIVE SYSTEM, MATERNITY CARE, AND DELIVERY PROCEDURES

- Apply guidelines and rules to correctly code reproductive and intersex surgery services
- Apply guidelines and rules to correctly code female genital system procedures
- Apply guidelines and rules to correctly code maternity care and delivery procedures
- Align procedures to anatomical structures in the female genital system subsection
- Define services in the global maternity and delivery packages
- Align procedures to the period performed, from ante- to postpartum, for maternity and delivery care.

CPT CODING: ENDOCRINE AND NERVOUS SYSTEM PROCEDURES

- Align procedures to the glands of the Endocrine System
- Apply guidelines and rules to correctly code the endocrine system services
- Align procedures to the Nervous System subsections

- Apply guidelines and rules to correctly code the nervous system services

CPT CODING: EYE AND OCULAR ADNEXA, AUDITORY SYSTEM, AND MICROSCOPE PROCEDURES

- Code eye and ocular adnexa services
- Code auditory system services
- Report the use of an operating microscope
- Align radiology terminology to appropriate procedures
- Describe component coding in the reporting of radiology services
- Apply rules and guidelines to correctly code radiology services and procedures

CPT CODING: PATHOLOGY AND LABORATORY PROCEDURES

- Align pathology and laboratory terminology with CPT subheadings for related services
- Describe the use of venipuncture with pathology and laboratory services
- Define a facility indicator
- Apply guidelines to correctly code pathology and laboratory services

CPT CODING: MEDICINE PROCEDURES

- Align procedures to the correct subsection and category
- Correctly code immunization administration and products
- Correctly code procedures from the Medicine section of the CPT

INPATIENT CODING

- Differentiate between inpatient and outpatient coding
- Define the principal diagnosis and procedure
- Determine when a condition should be reported as an additional diagnosis
- Explain the purpose of the present on admission indicators
- Explain the purpose and use of the ICD-10-PCS system
- Apply the guidelines for selection of a principal diagnosis to sequencing procedure codes
- Use the official guidelines for coding and reporting to determine when a condition should be reported as an additional diagnosis

Note: This program can be completed in 4 months. However, students will have online access to this program for a 24-month period.

MICROSOFT OFFICE

- Module Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 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:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

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: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java