



Medical Billing and Coding Part 1

Course number: MC011_22_1

Credits .5 credit

Prerequisites None

INSTRUCTIONAL TEAM

Teacher: Ms. Halibozek

Email: ehalibozek@ashworthcollege.edu

Our Academic Advisors are also available to help you when you need it. They are trained to provide answers to your questions about the course or program.

Phone: 1-800-224-7234

Hours: 8:30AM – 8:30PM (Eastern Standard Time), Monday-Friday

MAIL

James Madison High School

6625 The Corners Parkway, Suite 500

Norcross, GA 30092

Course Materials

All of your course materials are included in this course experience. You'll find it easiest to study this course by following these steps:

- Look over the syllabus, paying close attention to the course and lesson objectives.
- Read each objective. Pay close attention to main concepts and definitions.
- Complete each assignment as you come to it.
- When you've completed each assignment, look over the lesson review.
- When you're confident you understand the material, complete the lesson exam.

COURSE DESCRIPTION

Students learn the fundamentals of medical billing and coding and are prepared to take the Certified Billing and Coding Specialist (CBCS) exam from the National Healthcareer Association, the Certified Professional Coder (CPC®) exam from the American Academy of Professional Coders (AAPC), and the Certified Coding Associate (CCA®) exam from the American Health Information Management Association (AHIMA). Program topics include medical terminology; insurance plans; medical ethics; HIPAA; diagnostic and procedural coding; coding compliance and auditing; physician and hospital billing; Medicare, Medicaid, and TRICARE. Students receive training on ICD-10-CM/PCS, CPT, and HCPCS code assignment.

IMPORTANT NOTE: The exam costs are not covered by JMHS. CBCS and CCA candidates must be High School graduates. Additional requirements such as membership and applications can be found with each certifying agency: [CBCS](#), [CPC®](#), [CCA®](#)



LEARNING OBJECTIVES

After completing Medical Billing and Coding Part 1, students will be able to:

- Outline the typical responsibilities of a medical biller/coder, describe the personal and professional ethics required for success in this profession, and describe the career opportunities available to appropriately trained personnel
- Describe the purpose and impact of the Health Care Portability and Accountability Act (HIPAA) and explain how professionals can learn about changes to the laws and regulations that affect them
- Compare and contrast the major types of government and commercial insurance health plans, including Medicare, Medicaid, Health Maintenance Organization (HMO), Preferred Provider Organization (PPO), and Point-of-Service (POS) plans
- Describe how to build a strong base of medical terminology and use this terminology to accurately identify and describe body planes, anatomical directions, and the major structures, functions, and pathologies of all body systems
- Explain pharmacology and the medications used to treat ailments and diseases.

LESSONS	TOPICS
Lesson 1:	Allied Health Careers
Lesson 2:	Law in Allied Health
Lesson 3:	Ethics in Allied Health
Lesson 4:	Confidentiality in Allied Health
Lesson 5:	Reimbursement Methodologies
Lesson 6:	Comprehensive Health Insurance
Lesson 7:	Basic Math for Allied Health
Lesson 8:	Basic Grammar for Allied Health
Lesson 9:	Professional Communications
Lesson 10:	Basic Word and Excel
Lesson 11:	Introduction to Medical Terminology
Lesson 12:	Cardiovascular and Hematologic Systems
Lesson 13:	Respiratory and Endocrine Systems
Lesson 14:	Gastrointestinal, Urinary, and Reproductive Systems
Lesson 15:	Integumentary and Musculoskeletal Systems
Lesson 16:	Sensory Organs and Nervous System
Lesson 17:	Immune System, HIV, and Cancer
Lesson 18:	Introduction to Pharmacology
Lesson 19:	Pharmacology
Lesson 20:	Introduction to Pathology
Lesson 21:	Pathology



GRADING

The following point totals correspond to the following grades:

POINTS GRADE

100-90	A
89-80	B
79-70	C
65-69	D
Below 65	F

James Madison High School allows 2 attempts on exams. If a student is not satisfied with his/her score on the 1st attempt, an exam may be resubmitted. The 2nd attempt is not required as long as the final course average is above 65%. The higher of the 2 attempts will be the score that counts towards the final average.

Exams are timed and once you begin an exam, the timer runs continuously, even if you leave the course. Refer to the exam instructions for the time limit (in most cases 3 hours), but the time limit cannot be spread over multiple days.

GRADE WEIGHT

TOPIC	ACTIVITY	PERCENTAGE
Lesson 1: Allied Health Careers	MC Quiz	4.76%
Lesson 2: Law in Allied Health	MC Quiz	4.76%
Lesson 3: Ethics in Allied Health	MC Quiz	4.76%
Lesson 4: Confidentiality in Allied Health	MC Quiz	4.76%
Lesson 5: Reimbursement Methodologies	MC Quiz	4.76%
Lesson 6: Comprehensive Health Insurance	MC Quiz	4.76%
Lesson 7: Basic Math for Allied Health	MC Quiz	4.76%
Lesson 8: Basic Grammar for Allied Health	MC Quiz	4.76%
Lesson 9: Professional Communications	MC Quiz	4.76%
Lesson 10: Basic Word and Excel	MC Quiz	4.76%
Lesson 11: Introduction to Medical Terminology	MC Quiz	4.76%



Lesson 12: Cardiovascular and Hematologic Systems	MC Quiz	4.76%
Lesson 13: Respiratory and Endocrine Systems	MC Quiz	4.76%
Lesson 14: Gastrointestinal, Urinary, and Reproductive Systems	MC Quiz	4.76%
Lesson 15: Integumentary and Musculoskeletal Systems	MC Quiz	4.76%
Lesson 16: Sensory Organs and Nervous System	MC Quiz	4.76%
Lesson 17: Immune System, HIV, and Cancer	MC Quiz	4.76%
Lesson 18: Introduction to Pharmacology	MC Quiz	4.76%
Lesson 19: Pharmacology	MC Quiz	4.76%
Lesson 20: Introduction to Pathology	MC Quiz	4.76%
Lesson 21: Pathology	MC Quiz	4.80%

ACADEMIC AND COURSE POLICIES

Please see the Academic Policies section in the James Madison High School Catalog for information on Course policies, including the Exam/Assignment Retake Policy, Grading Policy, Academic Honesty Policy, and Student Conduct Policy.