***Cape Cod Community College*** Departmental Syllabus

Prepared by the Department of Business

Date of Departmental Approval: September 10, 2012

Date Approved by Curriculum and Programs: September 24, 2012 Effective: Spring 2013

**1. Course Number: BIT207**

**Course Title: Medical Coding and Billing**

**2. Description**: This course is designed to teach the student the current medical coding practices used for third-party billing.

ICD-9-CM and CPT and HCPCS II coding are covered along with an in-depth study of insurance companies, Medicare, insurance claim forms, accounts receivable, and legal issues relating to medical record keeping.

**3. Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following: Describe the International Classification of Diseases ICD-9.



Perform diagnostic coding using Volumes I, II, and II Apply the five steps used to code diagnoses.

Explain ICD conventions, guidelines, index tables. Recognize and correct coding problems and errors.

Describe the language, format, and purpose of CPT (Current Procedural Terminology). Perform basic HCPCS procedural coding.

Perform CPT-4 procedural for Anesthesia, Evaluation and Management (E & M), Surgical, Pathology/Laboratory/Radiology, and Medicine.

Apply third party guidelines.



Describe carrier reimbursement systems, insurance carrier policy, and various insurance plans including workers’

compensation.

Apply managed care policies and procedures to coding procedures. Explicate the Medicaid systems, CHAMPUS, and CHAMPVA.



Describe Medicare benefits, eligibility, filing rules and regulations, and payment formulas.

Use source documentation to complete and HCFA 1500 claim form.

Explain an explanation of benefits form including write-offs, deductibles, co-payments, and adjustments. Describe legal issues concerning medical records and billing.

**4. Credits**: 3 credits

**5. Satisfies General Education Requirement**: No

**6. Prerequisite**: BIT103

**7. Semesters Offered**: Fall, Spring

**8. Suggested General Guidelines for Evaluation:** Final grade is based on an evaluation of tests (Midterm and Final), quizzes, an oral presentation, and homework assignments.

**9. General Topical Outline** (Optional):

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