HEALTHCARE CAREER PROGRAM – BILLING & CODING TRACK

The Billing and Coding administrative track of the Healthcare Career Program focuses on the information needs of the healthcare industry. Students are prepared with the knowledge and the skills necessary to provide medical coding and billing, manage healthcare data used to support patient care, and contribute to the development of computer-based patient records.

Presently, opportunities for employment are found in numerous areas including medical offices, pharmaceutical companies, home-health companies, long-term care facilities, insurance companies, and private industry.

PROGRAM LENGTH

1 Academic Year
36 Credit Hours

PROGRAM HOURS

900 Total Hours
480 Hours – Instructor Led Class
240 Hours – Instructor Led Lab
180 Hours – Out of Class Work

PROGRAM COSTS

Tuition: $1,850 per quarter
Course Materials Fee:
$200 per quarter
Supply Fee: $40 per quarter

Total: $2,090 per quarter

Tuition: $7,400 per year
Course Materials Fee:
$800 per year
Supply Fee: $160 per year

Total: $8,360 per year

PLACEMENT SCORES*

HCP – Billing & Coding Track: 81-120

*Before international students enroll in this Program at CSI, they must take a computer-based standardized ACCUPLACER® ESL Test.

COMPUTER SYSTEMS INSTITUTE

800.684.6884.
CSINOW.EDU

COURSE DESCRIPTION

CUSTOMER SERVICE
2.25 Qtr. Credit Hours

Students will encounter and be able to identify theories, principles, strategies, initiatives, and resources to establish and maintain successful customer relationships in a business setting. Through lectures, discussions, and projects, students will learn skills on how to collect and analyze customer relationship data. Students will review the psychological basis for effective human relationships, as well as theories and models of successful customer relationship management in contemporary business settings. Emphasis on models of good customer service, resolving customer issues and complaints and building a trust relationship.

PROFESSIONAL DEVELOPMENT
2.25 Qtr. Credit Hours

This course emphasizes material that will directly benefit students seeking professional employment,teaching skills of time management, communication, motivation, leadership, and negotiation skills. Provides a hands-on approach to resume development and effective interview techniques.

MEDICAL ADMINISTRATIVE PROCEDURES
4.5 Qtr. Credit Hours

This course focuses on healthcare operations, the fundamental use and components of the electronic health record to better serve patient's needs as well as comply with regulations and protect the proprietary interests of the medical practice. The student will learn about the resources and practices applied to front-office administrative functions through lectures, hands-on lab application, and e-learning activities. This course develops competencies in managing office resources, supplies, and equipment; medical records management; security; legal requirements; telephone courtesy and effectiveness.

MEDICAL TERMINOLOGY, ANATOMY, AND PHYSIOLOGY
4.5 Qtr. Credit Hours

This course of study focuses on the need for effective and accurate communications in the healthcare environment and the patient-provider relationship. Areas of study will be anatomy and physiology, technical medical terminology, specialized office vocabulary, and abbreviations. The student will acquire skills, through lectures, discussions, and projects, and e-learning activities.

FOUNDATIONS OF ICD-10
4.5 QTR. CREDIT HOURS

This course focuses on developing the students understanding of the competencies required in coding medical diagnoses, creating abstracts of practitioner notes, ICD-10-CM, ICD-10-PCS, and Z-Codes. The student will also learn about the billing and coding process, its recurring cycles, and expectations for achieving accurate and timely reimbursements. The student will learn and demonstrate these skills, through lecture/case studies, discussions, and projects.

ADVANCED OCD-10
4.5 Qtr. Credit Hours

In this class students will build on their knowledge and skills derived from HT133, to understand and apply the competencies in ICD-10-CM and ICD-10-PCS billing and coding processes; and written guidelines utilizing proper code sequencing and coding for all 21 chapters of ICD reference. The student will learn and demonstrate these skills, through lecture/case studies, discussions, and projects.

FOUNDATIONS OF CPT
4.5 Qtr. Credit Hours

This course presents the foundation of a professional healthcare billing and coding operation and discusses the knowledge and mastery of the Current Procedural Terminology (CPT) manual and its applications to the accurate and timely submission of documentation to support reimbursement for healthcare activities. The student will become familiar with the theory, structure, and organization of the CPT and its sections, symbols, modifiers, and guidelines. The students will learn to demonstrate competence in marking codes and accurately completing a CMS 1500 insurance reimbursement document. This will be done through lecture/case studies, discussions, and projects.

ADVANCED CPT
4.5 Qtr. Credit Hours

This course uses the foundational knowledge gained from HT 151, to apply the student's new skills of researching and locating on-line, step-by-step resources to improve their billing and coding accuracy and speed. The student will learn and demonstrate these skills, through lectures/case studies, discussions, and projects. Students will gain familiarization and understanding of the various anatomical systems, how to evaluate as well as interpret a medical diagnosis and how to apply it to the billing and coding process.

MEDICAL INSURANCE METHODOLOGY
4.5 Qtr. Credit Hours

This course teaches the methodology of the billing and claims systems and the roles that patients, healthcare providers, insurance providers, and government agencies play in healthcare claim reimbursement, requirements, outcomes, and concerns regarding fraud and abuse.

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What kind of Jobs can I get with my Skills?

Projected Job Growth of 11% for Medical Records and Health Information Technicians from 2018-2028.

– U.S. Bureau of Labor Statistics (bls.gov)

- **Medical Coder**
- **Medical Biller**
- **Medical Receptionist**

"I am learning new things every day I come to school. I get so much out of the class and am learning new medical terms and diseases about the eyes, joints, muscular disorders, and the steps to perform when preparing exams rooms. I never knew there were so much to learn in the medical field about different disorders that could happen to the human body. I am so happy that I am getting the chance to be a part of the healthcare program at CSI."

– Reketta | CSI Student C.