

Prepared by the Department of Business

Date of Departmental Approval: November 6, 2017

Date Approved by Curriculum and Programs: December 13, 2017

Effective: Fall 2018

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-10-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-10.
  - Perform diagnostic coding using Volumes I, II, and III
  - 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 (Medical Terminology)
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):