Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: WFHC 117
Course Title: Basic Medical Billing & Coding
Recommended Transcript Title: WFED Basic Medical Billing & Coding for Workforce Development
Date Approved/Revised:

Credit Hours: 3
 Total Contact Hours :
       Lecture: 50
       Lab: 0

Grading Mode: Credit / No Credit
Catalog Description: This course presents the basics of procedure coding with the CPT and HCPCS coding systems. Emphasis is on providing students with the basic coding concepts, practical applications, Medicare rules, billing tips, and coding issues by specialty. Medical Billing & Coding Specialist (CBCS) Certification eligibility.

Course Outcomes:

1. Understand HIPAA guidelines for confidentiality, privacy, and security of a patient's information within the medical record
2. Differentiate between insurance fraud and insurance abuse
3. Explain the use of all volumes of the ICD-9-CM code book
4. Locate ICD-9-CM codes for symptoms, disorders, diagnoses, and reasons for various medical encounters
5. Use CPT code book efficiently to code procedures billed by the physician performed in the medical office and other outpatient settings
6. Understand the linkage of the CPT code(s) and the ICD-9-CM code(s) and the medical necessity for reimbursement of charges billed
7. Define various insurance carriers such as Medicare, Medicaid, Workers Compensation, TRICARE/CHAMP VA, and the billing requirements for each
8. Define various terms as they relate to the insurance process
9. Abstract information from the medical record to complete the CMS-1500 for Medicare, Medicaid, commercial carriers
10. Use all volumes of ICD-9-CM to assign codes based on guidelines presented in the basic course, as they pertain to both outpatient & inpatient coding
11. Assign CPT codes for procedures and services billed for all medical specialties, based on coding guidelines presented in the basic course
12. Link the ICD-9 code to the CPT code to demonstrate the medical necessity for reimbursement
13. Recognize supplies and services requiring HCPCS codes and assign codes from the HCPCS book
14. Apply documentation guidelines and legal issues affecting insurance claims & medical records
15. Recognize basics of health insurance and procedural coding
16. Recognize and appropriately code evaluation and management services
17. Identify CPT modifiers and their uses
18. Demonstrate ability to complete the Health Insurance Claim Form (CMS 1500)
19. Illustrate the steps tracing Delinquent Claims and Insurance Problem Solving
20. Recognize Managed Care Systems and Special Plans & Third Party Reimbursement, Medicare, Blue Cross/Blue Shield Plans, Medicaid, and other state programs, CHAMPUS and CHAMPVA, Worker's Compensations, Disability Income Insurance and Disability Benefit Programs
21. Demonstrate proper use of coding and the related coding materials

Implementation Cycle: Open Entry / Open Exit

Role in College Curriculum: (Check all that apply)

General Education Core (Specify category)
      Technical Core (Specify Program)
      Restricted Elective (Specify Program)
      General Elective
   Ξ **Workforce Education** WF Ed Billing & Coding Career Track or WF Ed Pharmacy Technician
      Other (Please specify)

Course Fee: Yes
Instructor's Qualifications: BS in Business Administration or related discipline AND/OR expertise and experience in field
Expanded Course Description: Students learn how to solve insurance billing problems and how to file insurance claims. Competencies evaluated through test assessments.

Prepared by:

Amy Crites   **10-17-11**

Signature, Title   **Date**

Approved by:

Per LOT Minutes 10-17-11

Dean, Academic Sciences   **Date**