



THE UNIVERSITY OF TEXAS AT EL PASO

Professional and Public Programs

A UNIT OF EXTENDED UNIVERSITY

University of Texas at El Paso

Professional and Public Programs

500 W. University Kelly Hall Ste. 212 & 214 | El Paso, TX 79968

<http://www.ppp.utep.edu/>

Contact: Sylvia Monsisvais | 915-747-7578; [samonsisvais@utep.edu](mailto:samonsisvais@utep.edu)

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### Education & Training Plan

## Medical Billing & Coding with Medical Administration Certificate Program with Clinical Externship

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & a Clinical Externship Opportunity**  
**Mentor Supported**

### Medical Billing & Coding with Medical Administration Certificate Program with Clinical Externship

Course Code: UTEPMBCMA12  
Program Duration: 6 Months  
Contact Hours: 750  
Student Tuition: \$3,950

#### The Medical Billing & Coding and Medical Administration Profession

Medical billing and coding and medical administration is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding and medical administrative professionals for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand.

#### The Medical Billing & Coding and Medical Administration Program

This program offers the skills needed to perform complex coding and billing procedures. The course covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), the ICD-10 for both diagnosis and procedure coding, ICD-9 (Introduction and Guidelines) and basic claims processes for insurance reimbursements. This program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. Additionally this program provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career. This course covers the following key areas and topics:

- An overview of healthcare and the insurance industry

- The organization and use of the ICD-10-PCS, ICD-10-CM, ICD-9-CM, CPT, and HCPCS manuals to identify correct codes
- Practice using the alphabetic index and tabular list of the ICD-10 and ICD-9-CM
- Reviews of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding)
- Various issues surrounding the implementation of ICD-10
- Detailed review and practice coding examples from all sections within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing insurance forms, tracing delinquent claims, and appealing denied claims
- Interpersonal skills, medical ethics, and basic medical law
- Telephone techniques and skills for scheduling appointments
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances

### **Education and Certifications**

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
  - **American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice)**
  - **American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam**
  - **National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS)**
  - **National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) exam**

### **National Certification**

Students who complete this University of Texas at El Paso Medical Billing & Coding and Medical Administration program will be prepared to sit for various AAPC, AHIMA and NHA certification. Although there are no state approval, state registration or other state requirements for this program, students who complete this Medical Billing & Coding with Medical Administration program at University of Texas at El Paso will be prepared and are eligible to sit for these national certification exams. Students who complete this program can and do sit for these national certification exams and are qualified, eligible and prepared to do so. University of Texas at El Paso will work with each student to determine which national certification exam works best with each particular student and register the student for that exam.

### **Clinical Externship / Hands on Training / Practicum**

Although not a requirement of this program, once students complete this Medical Billing & Coding and Medical Administrative Assistant program they have the ability to participate in a clinical externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a medical professional. Students will be assisted with completing a resume and/or other requirements necessary to work in a hospital, physicians practice, clinic and/or with other healthcare organizations. All students who complete this program are eligible to participate in an externship and will be placed in a healthcare organization near their location. University of Texas at El Paso works with national healthcare organizations and has the ability to place students in clinical externship opportunities nationwide.

**University of Texas at El Paso contact:** If students have any questions regarding this program including national certification and externships, **they should call Sylvia Monsisvais of University of Texas at El Paso at 915-747-7578 or via email at [samonsisvais@utep.edu](mailto:samonsisvais@utep.edu)**

Note: No refunds can be issued after the start date published in your Financial Award document.



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## **About University of Texas at El Paso!**

### **Mission**

The Office of Professional and Public Programs (P3) is a unique learning agent within The University of Texas at El Paso. Its mission is to provide high quality continuing education. This includes non-traditional academic and lifelong learning opportunities for professional development, personal enrichment, and academic growth. It fosters and supports the larger University mission to serve as a gateway to an improved quality of life for people of the Paso del Norte Region.

### **Vision**

Professional and Public Programs will be the premier provider of comprehensive, quality, educational, professional and personal enrichment programs in collaboration with UTEP departments and external organizations.



### **University of Texas at El Paso and Pearson Education**

The University of Texas at El Paso's Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at [www.pearson.com](http://www.pearson.com).

### **About Pearson Education**

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

## **Medical Billing & Coding Modules**

### **Lesson Checklist**

Each lesson includes a prescribed checklist of activities for successful completion of the lesson. This includes lesson objectives, readings, and recommended assignments. Although assignments are optional, the instructor will grade and provide feedback on submitted assignments.

### **Course Materials**

- 2015 Step-by-Step Medical Coding
- Workbook for 2015 Step-by-Step Medical Coding
- 2015 ICD-9-CM, Hospital Edition Volumes 1, 2, & 3
- 2015 CPT Current Procedural Terminology, Professional Edition
- ICD-10-PCS Coding Manual

### **Module/Lesson Structure**

The Medical Billing and Coding program is divided into five main content modules. The textbook is *2015 Step-by-Step Medical Coding* by Carol J. Buck. Each module contains one or more lesson presentations to view. These lesson presentations are the “lectures” which, along with the textbook readings and resources, will help you learn the material. The lesson presentations aim to address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson’s content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module test (the last Module concludes with a Final Exam for all students).

### **Course Overview**

#### **Module 1 – Introduction to Medical Billing and Coding**

- Lesson 1 – Reimbursement, HIPAA, and Compliance
  - Reading Assignment: Chapter 1 (pp.1-27)
- Lesson 2 – An Overview of the ICD-9-CM
  - Reading Assignment: Chapter 8 (pp.199-247)
- Lesson 3 – ICD-9-CM Outpatient Coding and Reporting Guidelines
  - Reading Assignment: Chapters 9-10 (pp.248-289)
- Lesson 4 – Chapter-Specific Guidelines
  - Reading Assignment: Chapters 11-12 (pp.290-364)
- Lesson 5 – An Overview of the ICD-10-CM
  - Reading Assignment: Chapter 2 (pp.28-47)

#### **Module 2 – Introduction to the CPT and HCPCS**

- Lesson 6 – Introduction to the CPT and Level II National Code (HCPCS)
  - Reading Assignment: Chapter 13 (pp.365-400)
- Lesson 7 – CPT Modifiers
  - Reading Assignment: Chapter 14 (pp.401-430)
- Lesson 8 – Evaluation and Management Services
  - Reading Assignment: Chapter 15 (pp.431-496)
- Lesson 9 – Anesthesia Services
  - Reading Assignment: Chapter 16 (pp.497-518)

#### **Module 3 – Using the CPT**

- Lesson 10 – Surgery Overview
  - Reading Assignment: Chapter 17 (pp.519-532)
- Lesson 11 – Integumentary and Musculoskeletal Systems
  - Reading Assignment: Chapters 18-19 (pp.533-592)
- Lesson 12 – Respiratory System
  - Reading Assignment: Chapter 20 (pp.593-614)
- Lesson 13 – Cardiovascular System

- Reading Assignment: Chapter 21 (pp.615-659)
- Lesson 14 – Hemic, Lymphatic, Mediastinum, and Diaphragm
  - Reading Assignment: Chapter 22 (pp.660-669)

#### **Module 4 – More CPT Surgery Sections**

- Lesson 15 – Digestive System
  - Reading Assignment: Chapter 23 (pp.670-702)
- Lesson 16 – Urinary and Male Genital Systems
  - Reading Assignment: Chapter 24 (pp.703-738)
- Lesson 17 – Female Genital System and Maternity Care and Delivery
  - Reading Assignment: Chapter 25 (pp.739-762)
- Lesson 18 – Endocrine and Nervous Systems
  - Reading Assignment: Chapter 26 (pp.763-780)
- Lesson 19 – Eye and Ocular Adnexa, Auditory System, and Operating Microscope
  - Reading Assignment: Chapter 27 (pp.781-795)

#### **Module 5 – Radiology, Laboratory, Medicine, and Inpatient Coding**

- Lesson 20 – Radiology
  - Reading Assignment: Chapter 28 (pp.796-824)
- Lesson 21 – Pathology and Laboratory
  - Reading Assignment: Chapter 29 (pp.825-842)
- Lesson 22 – Medicine
  - Reading Assignment: Chapter 30 (pp.843-881)
- Lesson 23 – Inpatient Coding
  - Reading Assignment: Chapter 31 (pp.882-910)

#### **The Medical Coding ICD-10 Modules**

This Medical Coding ICD-10 course reviews key elements of the changes from ICD-9 to ICD-10 and examines the impact of this change on the U.S. healthcare system. Modules will provide an overview of the ICD-10 for both diagnosis and procedure coding. It covers the transition from ICD-9 to ICD-10 and reviews the changes and updates. It includes the new codes, the structure, and nature of the characters. You will also learn how to use the appropriate code manuals.

- Detailed reviews of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system)
- Differences between ICD-9 and ICD-10
- Issues relating to federal regulation and compliance
- Various issues surrounding the implementation of ICD-10
- A review of ICD-10, the purpose of ICD-10
- Reimbursement process, federal regulation and compliance
- Transition process, Diagnosis coding in the ICD-10
- Using the ICD-10 manual
- Using the ICD-10-PCS manual for hospital procedure coding
- ICD-10 in day-to-day operations
- Coding from chart notes and from operative reports
- Functions, processes, and procedures of diagnostic coding, electronic coding tools
- Practice coding for a variety of purposes and settings

## **The Medical Administration Modules**

### **Lesson Checklist**

Each lesson includes a prescribed checklist of activities for successful completion of the lesson. This includes lesson objectives, readings, and recommended assignments. Although assignments are optional, the instructor will grade and provide feedback on submitted assignments.

### **Course Materials**

- Kinn's The Administrative Medical Assistant
- Kinn's The Administrative Medical Assistant Student Workbook

### **Module/Lesson Structure**

The Medical Administrative Assistant program is divided into six main content modules. The textbook is *Kinn's The Administrative Medical Assistant, 7e*. Each module contains one or more lesson presentations to view. These lesson presentations are the "lectures" which, along with the textbook readings and resources, will help you learn the material. The lesson presentations aim to address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains at least one *Check Your Understanding* interactive self-assessment that will help you gauge your comprehension of that lesson's content. Many lessons include supplemental resources such as games, animations, videos, and interactive activities. Using these additional materials will deepen your understanding of the content. Each module has a Module test (the last Module concludes with a Final Exam for all students).

### **Course Overview**

#### **Module 1 – Introduction to Medical Assisting**

- Lesson 1 – Becoming a Successful Student
  - Reading Assignment: Chapter 1 (pp.1-10)
- Lesson 2 – The Healthcare Industry
  - Reading Assignment: Chapter 2 (pp.11-29)
- Lesson 3 – The Medical Assisting Profession
  - Reading Assignment: Chapter 3 (pp.31-42)
- Lesson 4 – Professional Behavior in the Workplace
  - Reading Assignment: Chapter 4 (pp.43-51)
- Lesson 5 – Interpersonal Skills and Human Behavior
  - Reading Assignment: Chapter 5 (pp.53-73)
- Lesson 6 – Medicine and Ethics
  - Reading Assignment: Chapter 6 (pp.75-91)
- Lesson 7 – Medicine and the Law
  - Reading Assignment: Chapter 7 (pp.93-120)

#### **Module 2 – Administrative Medical Assisting**

- Lesson 8 – Computer Concepts
  - Reading Assignment: Chapter 8 (pp.121-134)
- Lesson 9 – Telephone Techniques
  - Reading Assignment: Chapter 9 (pp.135-153)
- Lesson 10 – Scheduling Appointments
  - Reading Assignment: Chapter 10 (pp.169-173)
- Lesson 11 – Patient Reception and Processing
  - Reading Assignment: Chapter 11 (pp.175-186)
- Lesson 12 – Office Environment and Daily Operations
  - Reading Assignment: Chapter 12 (pp.187-210)
- Lesson 13 – Written Communications and Mail Processing
  - Reading Assignments: Chapter 13 (pp.211-233)

#### **Module 3 – Health Information in the Medical Office**

- Lesson 14 – The Paper Medical Record
  - Reading Assignment: Chapter 14 (pp.235-261)

- Lesson 15 – The Electronic Medical Record
  - Reading Assignment: Chapter 15 (pp.263-273)
- Lesson 16 – Health Information Management
  - Reading Assignment: Chapter 16 (pp.275-285)
- Lesson 17 – Privacy in the Physician’s Office
  - Reading Assignment: Chapter 17 (pp.287-300)

**Module 4 – Billing and Coding Procedures**

- Lesson 18 – Basics of Diagnostic Coding
  - Reading Assignment: Chapter 18 (pp.301-323)
- Lesson 19 – Basics of Procedural Coding
  - Reading Assignment: Chapter 19 (pp.325-348)
- Lesson 20 – Basics of Health Insurance
  - Reading Assignment: Chapter 20 (pp.349-370)
- Lesson 21 – The Health Insurance Claim Form
  - Reading Assignment: Chapter 21 (pp.371-394)
- Lesson 22 – Professional Fees, Billing, and Collecting
  - Reading Assignment: Chapter 22 (pp.395-420)

**Module 5 – Financial and Practice Management**

- Lesson 23 – Banking Services and Procedures
  - Reading Assignment: Chapter 23 (pp.421-439)
- Lesson 24 – Financial and Practice Management
  - Reading Assignment: Chapter 24 (pp.441-452)
- Lesson 25 – Medical Practice Management and Human Resources
  - Reading Assignment: Chapter 25 (pp.453-479)
- Lesson 26 – Medical Practice Marketing and Customer Service
  - Reading Assignment: Chapter 26 (pp.481-492)

**Module 6 – Assisting with Medical Emergencies and Career Development**

- Lesson 27 – Emergency Preparedness and Assisting with Medical Emergencies
  - Reading Assignment: Chapter 27 (pp.493-525)
- Lesson 28 – Career Development and Life Skills
  - Reading Assignment: Chapter 28 (pp.527-553)

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

## **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

### **System Requirements:**

#### **Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

#### **Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

#### **iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

#### **Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

#### **Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
  - o Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
  - o Mac OS Users: Apple Safari, Google Chrome Mozilla Firefox

#### **Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java