



Inpatient and Outpatient Coding and Billing Syllabus

## Curriculum Description

The Career Step Inpatient and Outpatient Medical Coding and Billing online training program includes 20 modules and a final exam, all of which prepare students to work as both inpatient and outpatient coders. Numerous exercises and skill assessments throughout each module ensure that students master each skill before moving on to the next concept, and knowledgeable student support specialists are available to help from program start to finish.

A significant portion of the student's time within Career Step's Inpatient and Outpatient Medical Coding and Billing program will be spent training on 3M encoding software, which is a coding standard within the industry. Experience with this software will smooth the transition to the inpatient coding industry and will help students cement their knowledge of inpatient codes and procedures. This hands-on training with the 3M software builds and refines the important skills that differentiate inpatient coders from outpatient coders and is a crucial part of the preparation for a career in inpatient coding.

### Program Orientation

This module provides an overview of training components, instruction on how to navigate the program, and tips and resources for getting the most out of the training program. A syllabus is included, outlining the learning objectives for each module in the program. Information on navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to become a successful medical transcription editor are outlined. The available resources are also presented along with a detailed study guide designed to enable a successful learning experience.

### Technology and the Medical Professional

In this module, the student will become familiar with basic computer skills, including the use of hardware, software, peripherals, and wireless technology; use of the Internet as a resource; and use of various facilities for data storage and networking. The student will also study the multiple software and hardware products developed specifically for the healthcare environment.

### Learning and Mastering Medical Terminology – Block 1

In this module, the student will learn how to use resources (e.g., medical dictionaries), how to look up words, how words are structured, and how medical words use suffixes and prefixes.

### Documentation, Confidentiality, and Ethics

This module provides the student with an overview of documentation and confidentiality requirements within the healthcare environment and the impact advances in technology have had on the healthcare profession. The student will become familiar with healthcare documentation standards, HIPAA compliance regulations, and the adaptation of the electronic health record (EHR) in institutions throughout the United States and the world. The student will explore the role of the medical coding and billing professional in maintaining the integrity and confidentiality of the medical record.

## Learning and Mastering Medical Terminology – Block 2

In this module, the student will begin learning medical word building through the study of root words. These will be broken down into the root words A through Ir and Is through X. A review of *Learning and Mastering Medical Terminology – Block 1* will also be presented.

### Evolution of Coding in the Healthcare Environment

In this module, the student will learn the history of healthcare coding in the United States and throughout the world. Learning objectives, career opportunities, and certification will be introduced. The coding systems utilized in the United States will be explored, including ICD-9-CM, CPT®, HCPCS Level II, DSM-IV, and ICD-O. The future implementation of ICD-10-CM and ICD-10-PCS will be presented.

## Learning and Mastering Medical Terminology – Block 3

In this module, the student will learn about medical plurals, medical slang and jargon, foreign medical terms, word differentiation, and medical abbreviations. A review of the previous *Learning and Mastering Medical Terminology* modules will also be presented.

### Healthcare Structure and Organization

In this module, the student will learn about the structure and organization of the healthcare system in the United States. The student will study healthcare consumers, healthcare providers, governing and regulatory agencies, third-party payers, healthcare vendors, and trade associations.



## Anatomy, Pathophysiology, and Disease Processes – Block 1

In the first block of *Anatomy and Disease*, the student will learn basic anatomical structures, specifically studying the skeletal, muscular, digestive, respiratory, and reproductive systems. Disease entities, diagnosis, and treatment will also be emphasized as the student is introduced to pathophysiology and disease processes. Throughout this module, illustrations of the various systems and structures will be included to increase student understanding.

### Exploring Pharmacology

This module introduces the student to the science of pharmacology and provides an overview of basic pharmacologics, including drug actions and effects, absorption, distribution, metabolism, excretion, and drug classifications and formulary. This module also gives the student the opportunity to see and reference pharmaceutical terms in the context of medical reports with exposure to commonly prescribed drugs.

## Anatomy, Pathophysiology, and Disease Processes – Block 2

In the second block of *Anatomy and Disease*, the student will learn basic anatomical structures, specifically studying the urinary, cardiovascular, endocrine, nervous, and integumentary/sensory systems. The student will also study organs of the body in this module. As in the previous *Anatomy and Disease* module, pathophysiology and disease processes will be emphasized, including disease entities, diagnosis, and treatment.

### Medical Record Content

In the medical setting, various reports make up a patient's medical record. This module will provide an overview and detailed discussion of each piece of inpatient and outpatient documentation, including physician queries. This module will also present the composition of each of the report types and how they relate to medical coding and billing.

### Diagnostic Coding with ICD-9-CM – Block 1

The student will be introduced to the *International Classification of Diseases, Ninth Revision, Clinical Modification* (ICD-9-CM) codebook. This module gives the student a thorough understanding of this critical reference book and introduces and explores important information regarding the general guidelines and several chapter-specific guidelines for coding and reporting inpatient and outpatient services.

### Diagnostic Coding with ICD-9-CM – Block 2

This module continues the detailed instruction on the concepts presented in the ICD-9-CM codebook and explores the remaining chapter-specific guidelines and procedure codes for coding and reporting inpatient and outpatient services.

### Medical Procedural Coding – Block 1

In this module, students will be introduced to the *Current Procedural Terminology* (CPT®) codebook. This module provides a thorough understanding of the structure of the codebook and introduces some of the critical coding guidelines presented in the text.

## Approximate Unit Completion Hours

Program Orientation	1
Technology and the Medical Professional	25
Learning and Mastering Medical Terminology – Block 1	20
Documentation, Confidentiality, and Ethics	20
Learning and Mastering Medical Terminology – Block 2	20
Evolution of Coding in the Healthcare Environment	15
Learning and Mastering Medical Terminology – Block 3	20
Healthcare Structure and Organization	25
Anatomy, Pathophysiology, and Disease Processes – Block 1	45
Exploring Pharmacology	20
Anatomy, Pathophysiology, and Disease Processes – Block 2	45
Medical Record Content	20
Diagnostic Coding with ICD-9-CM – Block 1	40
Diagnostic Coding with ICD-9-CM – Block 2	40
Medical Procedural Coding – Block 1	45
Medical Procedural Coding – Block 2	45
Exploring Healthcare Reimbursement	25
Skill Building for Outpatient Coding	80
Skill Building for Inpatient Coding	88
Final Exam Overview and Preparation	1
Total	640

### Medical Procedural Coding – Block 2

This module continues the detailed instruction of the procedural codes presented in the *Current Procedural Terminology* (CPT®) codebook. Its also provides a thorough explanation of the structure and application of the *HCPCS Level II* codebook.

### Exploring Healthcare Reimbursement

This module provides detailed information about the various types of payment systems used to reimburse inpatient and outpatient medical services. Additionally, the module introduces information about claims processing, coding, billing, auditing, diagnostic related groups, and monitoring the coding process.

## Skill Building for Outpatient Coding

This module consists of 250 actual outpatient medical records, which the student will be required to code. The reports in this module are drawn from a wide variety of outpatient and hospital settings and are divided into levels of difficulty. The student builds and polishes skills as they work through increasing levels of complexity.

## Skill Building for Inpatient Coding

This module consists of 75 authentic inpatient medical charts that the student will be required to code. The records in this module are drawn from inpatient records across a wide variety of specialties. The student will gain hands-on experience with encoder software to assign diagnosis and procedure codes and diagnosis related groups. The records are again divided into levels of difficulty, and the student builds and polishes skills as they work through increasing levels of complexity.

## Final Exam Overview and Preparation

Upon completion of the program, students have the opportunity to assess their skills through a final exam. This module contains information about the structure of the exam, tips for passing it, and how to schedule a time to take it.

## Tools for an Unparalleled Learning Experience



**Intuitive Navigation** – Simple, intuitive navigation is quick and easy to learn, so students can start making real progress from day one.



**Interactive coursework exercises** - Coursework contains hundreds of exercises that help students review concepts and simulate the professional inpatient coding and billing experience, giving them a chance to reflect on their progress.



**Coding & billing practice tools** - Students will train on industry-standard 3M encoding software and built-in online tools that will allow them to practice coding and billing procedures on hundreds of authentic medical records using real-world resources.



**Study planner, grade book, & enhanced security** - The program offers tools to help students set and track study goals, chart their progress, see results from all exercises and tests, and monitor account access to safeguard their private information.



**Images & visual enhancements** – Photos, illustrations, as well as many coding and billing specific forms, documents, charts, and references enhance students' learning experiences.



**Games** - Crossword puzzles, word searches, and flashcards are scattered throughout the course, so students will learn important terminology, concepts, and definitions while having fun!