PROFESSIONAL MEDICAL CODING AND BILLING WITH APPLIED PCS

CURRICULUM LEARNING OBJECTIVES

The Career Step curriculum was developed by AHIMA-Approved ICD-10-CM/PCS Trainers as well as a number of other experts with decades of experience working in and teaching medical coding. This ensures you gain the skills you need to earn industry credentials and start working right after graduation. With Career Step’s affordable tuition prices, you get a quality online education with one-on-one support by phone, email, and chat every step of the way. The learning objectives outlined below provide a map for what you will be able to do as you complete each module.

PROGRAM ORIENTATION (1 hour)
• Identify the elements, expectations, and requirements of the program.
• Navigate the program using the pages, menus, and buttons provided.
• Use the program tools, including the study planner, gradebook, and completion report as well as be able to contact Career Step using various communication tools, including phone, email, forums, chat rooms, and social media.
• Identify program-specific resources, including the 3M Encoder, as well as be able to order their coding books with an understanding of the yearly coding update schedule.

COMPUTER FUNDAMENTALS (7 hours)
• Identify basic computer hardware and interpret system requirements.
• Navigate a Windows operating system environment as well as install and operate basic software utilities.
• Use a web browser to navigate between websites in multiple tabs or windows, send and receive email, and access search engines to find information and troubleshoot basic computer problems.
• Recognize basic technologies related to an office environment.

HEALTH INFORMATION MANAGEMENT (14 hours)
• Identify data sources by describing types of medical records and the information found in each record.
• Describe the role medical records take in coding and billing.
• Describe the structure and use of health information.
• Identify record collection tools.
• Discuss healthcare data sets.
• Discuss appropriate health record documentation.
• Describe data quality and integrity.
• Discuss health information systems, including specialty coding systems.
• Discuss the archival, retrieval, and imaging systems used in health information.
• Identify data retrieval, maintenance, security, and integrity processes.
• Discuss the evolution of the electronic health record (EHR) and the personal health record (PHR).

HEALTHCARE DELIVERY SYSTEMS (4 hours)
• Explain the main structure and organization of healthcare services in the United States.
• Differentiate between the various healthcare settings.
• Differentiate between healthcare providers.
• Identify the structure of hospitals in the United States.
• Explain the purpose of healthcare licensure, certification, and accreditation in healthcare facilities.
• Differentiate between healthcare registries and their purpose.
• Identify the various stakeholders throughout the healthcare delivery systems.
• Describe current trends in healthcare delivery.

LEGAL AND COMPLIANCE (3 hours)
• Explain the legislative and regulatory processes in the United States.
• Describe the laws and regulations pertaining to health information.
• Define Health Insurance Portability and Accountability Act (HIPAA).
• Adhere to privacy and security policies.
• Identify the components of the Code of Ethics and Standards of Ethical Coding.

REIMBURSEMENT METHODOLOGIES (21 hours)
• Define commercial, managed care, and federal insurance plans.
• Identify various compliance strategies and reporting.
• Define and list payment methodologies and systems (such as capitation, prospective payment systems, RBRVS, MS-DRGs).
• Describe the billing processes and procedures (such as claims, EOB, ABN, electronic data interchange).
• Explain chargemaster maintenance.
• Describe regulatory guidelines.
• Discuss reimbursement monitoring and reporting.

MEDICAL TERMINOLOGY (50 hours)
• Spell, define, and pronounce medical terms.
• Engage in supplemental online and/or CD tools to enhance learning.
• Discuss concepts of building medical words using root/suffix/prefix.
• Define common medical terms of major disease processes.
• Identify common diagnostic procedures.
• Discuss common laboratory tests.
• Define common abbreviations.
• Discuss common drugs and treatment modalities in body systems.

PATHOPHYSIOLOGY (50 hours)
• Identify common disease processes by human body system.
• Discuss severity of illness systems, including MS-DRGs.
• Identify program-specific resources, including the 3M Encoder, as well as be able to order their coding books with an understanding of the yearly coding update schedule.
• Practice coding ICD-10-CM/PCS codes in many practice exercises.

ANATOMY AND PHYSIOLOGY (45 hours)
• Identify and describe the basic structure, organization, and functions of human body systems.
• Identify anatomical structures of the body using anatomical orientation tools such as labels and assessment.
• Discuss different online lookup tools such as Adam.
• Use anatomical plate work to enhance learning experience.

PHARMACOLOGY (30 hours)
• Define drug actions (absorption, distribution, metabolism, and excretion).
• Identify various drug classifications.
• Discuss the most commonly prescribed drugs.
• Review drug formulary.
• Match drugs to common conditions and laboratory findings.

INTRODUCTION TO CODING (16 hours)
• Discuss use of official coding guidelines.
• Define the difference between the inpatient and outpatient coding guidelines.
• Discuss coding compliance strategies including the physician query process.
• Identify auditing methods.
• Identify the principles and application of coding systems (International Classification of Diseases ICD-9-CM and ICD-10-CM).
• Discuss automated coding software systems (CAC, encoders).
• Describe the evolution of coding systems (ICD-9-CM and ICD-10-CM).
• Discuss the relationship between the Systematized Nomenclature of Medicine (SNOMED) and the electronic health record.
Ethical Coding.

LEGAL AND COMPLIANCE (3 hours)
• Differentiate between healthcare registries and their purpose.
• Understand the importance of accreditation in healthcare facilities.
• Differentiate between healthcare providers.
• Differentiate between the various healthcare settings.

HEALTHCARE DELIVERY SYSTEMS (4 hours)
• Discuss the evolution of the electronic health record (EHR) and the information it provides.
• Discuss healthcare data sets.
• Identify record data collection tools.
• Identify data sources by describing types of medical records and the information found in each record.

HEALTH INFORMATION MANAGEMENT (14 hours)
• Use a web browser to navigate between websites in multiple tabs or windows, send and receive email, and access search engines to find information.
• Use the program tools, including the study planner, gradebook, and completion report as well as be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
• Identify program-specific resources and understand the yearly coding update schedule.

ANATOMY AND PHYSIOLOGY (45 hours)
• Identify and describe the basic structure, organization, and functions of human body systems.
• Identify anatomical structures of the body using anatomical orientation and many body systems.
• Apply codes to many types of surgical reports in all root operations and many body systems.

PATHOPHYSIOLOGY (50 hours)
• Define common medical terms of major disease processes.
• Discuss concepts of building medical words using root/suffix/prefix.
• Discuss common drugs and treatment modalities in body systems.
• Define common abbreviations.
• Define common diagnostic procedures.
• Define common medical terms of major disease processes.
• Discuss the etiology of common diseases, including: chemical, genetic, and infectious.
• Identify common disorders and diseases that affect each of the human body systems in both children and adults.
• Describe systemic dysfunction as well as common signs and symptoms caused by disease processes.
• Identify elements of ICD-10 code sets that relate to common conditions and symptoms.
• Recognize instructional coding guidelines for common diseases.

APPENDIX AND PHYSIOLOGY (35 hours)
• Describe basic directional terms, general regions of the body, and levels of structural organization of the human body as needed to assign correct and complete diagnosis and procedure codes.
• Identify anatomic structures associated with body systems, including new terms for ICD-10-CM and ICD-10-PCS.
• Contrast and compare human body systems and their designated body system values for ICD-10-PCS.

APPLIED ICD-10-PCS CODING (28 hours)
• Identify and define the 31 root operations in ICD-10-PCS.
• Identify and define the seven approach values in ICD-10-PCS.
• Identify and describe the other characters in ICD-10-PCS codes.
• Discuss and apply the use of ICD-10-PCS official coding guidelines.
• Assign ICD-10-PCS procedure codes to a variety of advanced coding scenarios including all root operations in the Medical and Surgical section.
• Assign ICD-10-PCS procedure codes to multiple body systems in the Medical and Surgical section.
• Assign ICD-10-PCS procedure codes to a variety of advanced coding scenarios in other ICD-10-PCS sections.

ICD-10-PCS CODING PRACTICUM (17 hours)
• Apply the meaning of root operations in the nine subgroup in the Medical and Surgical, Medical and Surgical-Related and Ancillary sections.
• Build ICD-10-PCS codes for many given case studies.
• Apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy.
• Practice the use of official coding guidelines and reporting requirements for ICD-10-PCS.
• Apply codes to many types of surgical reports in all root operations and many body systems.

FINAL EXAM PREPARATION (1 hour)
• Identify the steps they need to take to be eligible for and effectively prepare for and access their final exam.
• Identify the format, restriction, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

ICD-10-PCS CODING PRACTICUM (120 hours)
• Apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy.
• Demonstrate hands-on encoder use.
• Assign diagnostic groupings.
• Practice the use of official coding guidelines and reporting requirements.
• Practice case mix analysis.
• Apply codes to many types of records including inpatient, outpatient, physician, emergency room, long-term care, and home health.

APPLIED PCS
PROGRAM ORIENTATION (1 hour)
• Identify the elements, expectations, and requirements of the program.
• Navigate the program using the pages, menus, and buttons provided.
• Use the program tools, including the study planner, grade book, and completion report. Students will also be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
• Identify program-specific resources and understand the yearly coding update schedule.

ADVANCED PATHOPHYSIOLOGY (35 hours)
• Describe alterations in normal cellular and tissue function resulting from disease processes.
• Discuss the etiology of common diseases, including: chemical, genetic, and infectious.
• Identify common disorders and diseases that affect each of the human body systems in both children and adults.
• Describe systemic dysfunction as well as common signs and symptoms caused by disease processes.
• Identify elements of ICD-10 code sets that relate to common conditions and symptoms.
• Recognize instructional coding guidelines for common diseases.

ICD-10-PCS CODING PRACTICUM (17 hours)
• Apply the meaning of root operations in the nine subgroup in the Medical and Surgical, Medical and Surgical-Related and Ancillary sections.
• Build ICD-10-PCS codes for many given case studies.
• Apply knowledge of coding to a variety of authentic coding scenarios to build speed and accuracy.
• Practice the use of official coding guidelines and reporting requirements for ICD-10-PCS.
• Apply codes to many types of surgical reports in all root operations and many body systems.

FINAL EXAM PREPARATION (1 hour)
• Identify the steps they need to take to be eligible for and effectively prepare for and access their final exam.
• Identify the format, restriction, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

TAK E THE FIRST STEP TODAY!
FOR MORE INFORMATION: 1-800-411-7073
ENROLL ONLINE: CareerStep.com/enroll