

Physician Coding Specialist

LEARNING OBJECTIVES



Our 587-hour Physician Coding Specialist program is built for entry-level professionals who want to build a strong foundation for a long, prosperous career. Each course covers a variety of topics ranging from medical terminology, HIPAA laws, soft skills, and coding best practices.

You'll even get an opportunity to put your skills to the test using a state-of-the-art Electronic Health Records training platform (EHR Go). Through real-world scenarios and hands-on simulations, you'll walk away armed with the knowledge of what it takes to code with accuracy and precision.

Program Orientation: Physician Coding Specialist

- Initiate the Physician Coding Specialist Program

Computer Fundamentals

- Help learners gain a solid foundation of digital technology knowledge and skills that can be applied in everyday life as well as in any career or profession.

Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of health care delivery and settings in the United States.
- Delineate career opportunities for health information management professionals.

Law, Liability, and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the health care workplace.
- Describe how law flows from the constitution to the courtroom
- Identify criminal acts and intentional torts
- Recognize what makes a contract and who can contract.
- Identify medical malpractice and other lawsuits.
- Explain the characteristics, ownership, and confidentiality of the health record.
- Recognize the importance of the laws and ethics of patient confidentiality.
- Explain professional ethics and how they apply to patients.

- Recognize ethical issues surrounding the beginning of life.
- Recognize ethical issues surrounding death and dying.

Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts.
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems.
- Interpret common abbreviations used in medical terminology and cautions to remember when using them.

Anatomy and Physiology

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.
- Compare various risk factors leading to high mortality and morbidity.
- Describe the components of cell structure and their functions.
- Summarize how infectious agents affect cellular growth and function.
- Define basic anatomical terms.

Comprehensive Pharmacology

- Define basic pharmacology terminology.
- Identify U.S. drug laws and explain their importance in patient care and health services documentation.
- Differentiate among drug classifications, routes of entry, mechanisms of action, and therapeutic treatments related to specific body systems and disease conditions..

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- Identify medication side effects, precautions, contraindications, and interactions.
- Identify major drug standards, legislation, legal responsibilities of the health care practitioner when dispensing medications.
- Identify the major drug classification systems and differentiate among the various types of drug names with examples.
- Evaluate the standard and online pharmacological references in use today.
- Classify the sources of drugs, examine their pharmacokinetic processes, and analyze the variables that affect drug actions and effects.
- Analyze various drug forms, routes of delivery, and the supplies and techniques necessary for safe and appropriate administration.
- Identify commonly used medications and their characteristics.
- Identify the sources, mechanism of action, and indications for specific drug therapies.
- Analyze the side effects, precautions, contraindications, and interactions for specific medications.
- Assess the factors that influence the absorption and effectiveness of drugs.
- Analyze the physiological effects of prolonged drug use and discuss the responsibilities of a health care practitioner in addressing and treating drug abuse.
- Investigate recent actions taken by the government and by manufacturers for specific drugs.
- Identify the key factors involved in considering drug therapies for older adults.

Comprehensive Electronic Health Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling patient appointments
- Clinical information reporting.
- Apply basic coding for reimbursement claims.
- Revenue cycle and financial reporting.

Outpatient Coding

- Understanding of ICD-10-CM format, symbols,

- punctuation, and instructional notations (domain 1)
- Accurately assign and sequence ICD-10-CM diagnostic codes for inpatient, outpatient, and physician services according to the official coding guidelines.
- Differentiate reimbursement systems for various programs, including private insurance and contracts, managed care, Medicare, Medicaid, Workers' Compensation, and other disabilities.
- Understand the difference between CPT, ICD, and HCPCS coding systems and identify their appropriate use in health records
- Describe the key elements of the Healthcare Insurance Portability and Accountability Act (HIPAA) and its impact on healthcare professionals
- Explain the Inpatient Prospective Payment System (IPPS) and the Outpatient Prospective Payment System (OPPS)
- This course provides the foundational understanding and application of ICD-10-CM and CPT coding systems. This course focuses on using Official Coding Guidelines to accurately assign diagnosis codes using ICD-10. Coding rules for CPT coding systems are enforced and applied to code patient services.

Medical Billing

- Explain health insurance careers, opportunities, and expectations.
- Differentiate between major health insurance programs, government-sponsored health benefit programs, and related federal health care legislation.
- Explain revenue cycle management.
- Demonstrate basic principles of national diagnosis and procedure/service coding and compliance systems.
- Explain impact of coding compliance, clinical documentation improvement (CDI), and coding for medical necessity in health care settings.
- Complete CMS-1500 and UB-04 claims and payer-specific claims.

Physician Coding

- Define Professional Fee Coding and differentiate from facility coding.
- Recognize the terms and processes as they relate to Medical Coding for Physician services.

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- Describe the rules and policies that are specific to teaching physicians, residents, and interns.

Telehealth Skills for Coding Professionals

- Explain what telehealth is and when it is best used.
- Recall and define the various types of telehealth.
- Indicate the basics of the Public Health Emergency (PHE) Policy Update.
- Outline telehealth consent best practices.
- Recall how telehealth visits can be utilized by various populations.
- Identify and apply coding and billing practices related to telehealth.
- Career Success in Healthcare
- Define "professionalism" and "success" in your own terms.
- Differentiate between long-, medium-, and short-range goals.
- Assess and develop your time management skills.
- Develop plans to enhance your creative and critical thinking.
- Use an effective decision-making process to

maximize your chances for success.

- Describe methods to maximize verbal, nonverbal, and written communication.
- Describe the health care system.
- Describe and discuss organizational structure, communication channels, and lines of authority.
- Develop an understanding of the factors that affect group dynamics and use these skills to maximize your leadership potential.
- Explain ethics and how they relate to health care professionals.
- Define continuing education, certification, and licensure.

Program Completion: Physician Coding Specialist

- Prepare to take the next steps after program completion.

Total Hours: 587

Coursework, Simulations, and Experiential