

# Medical Coding & Billing for Outpatient Services

## LEARNING OBJECTIVES



Developed by professionals in the field and packed with relevant, interactive content, our skills-focused program will teach you the must-have skills employers expect from medical coding and billing experts. It's focused. It's current. And it'll have you job-ready in as little as 12 months.

### Program Orientation: Medical Coding and Billing for Outpatient Services

- Initiate the Medical Billing and Coding for Outpatient Services program.

### Computer Fundamentals

- 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.

### 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.

### 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.

### 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.

### 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.

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### Comprehensive Electronic Health Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling a patient.
- Review clinical information reporting.
- Explore revenue cycle and financial reporting.

### 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..
- 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.

### Outpatient Coding

- 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)

### Health Information Management

- 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.

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- Identify record data collection tools.
- Discuss healthcare data sets.
- Discuss appropriate health record documentation.
- Describe data quality and integrity.
- Discuss health information systems, including specialty coding systems.
- Describe 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).

### Federal Qualified Health Centers (FQHC)

- Provide an introduction to the services provided by FQHCs and RHCs.
- Differentiate between FQHC and RHC policies and regulations.
- Identify FQHC and RHC Staff and Learn FQHC and RHC requirements.
- Describe services applicable to FQHC and RHC.
- Understand the Medical Record requirements for FQHC and RHC.
- Identify services included in Care Management in both programs.
- Describe shared resources of FQHC and RHC clinics.
- Understand Advanced Care Planning and how to code appropriately.
- Describe and discuss virtual communication services for FQHC and RHC clinics.
- Differentiate the billing process for FQHC and RHC from traditional billing.
- Discuss Telehealth Billing for FQHC and RHC services.
- Explain COVID-19 Vaccines billing processes.

### Telehealth for Coding Professionals

- Understand the origins of telemedicine.
- Discuss methods and models of telehealth.
- Understand telehealth requirements.
- Discuss protected patient health information.
- Explain telehealth reimbursement.

### 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 healthcare 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: Outpatient Coding

- Prepare to take the next steps after program completion.

**Total Hours: 618**

**Coursework, Simulations, and Experiential**