Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. HIMC COURSE NUMBER: 1160

NUMBER OF CREDITS: 2

COURSE TITLE: Intro to Medical Billing and Coding

CATALOG DESCRIPTION: This course will introduce students to the basic concepts of medical coding. Topics to be covered include ICD-10-CM, ICD-10-PCS, CPT, HCPCS and the basics of medical billing.

AUDIENCE: Medical coding students as well as students who are interested in gaining more knowledge in the area of medical coding.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: N/A

LENGTH OF COURSE: 1 semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall X spring X summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to learn the basic concepts of medical billing and coding.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through critical thinking exercises using the various code sets, coding guidelines and practice coding scenarios.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through participation in online discussions and
ability to communicate with a cooperative attitude via D2L, email and online assignments.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through understanding the need to communicate with a diverse population. Students will gain a self-awareness regarding the feelings toward people regardless of culture, values, or socioeconomic status.

TOPICS TO BE COVERED:

- Rules, conventions, instructions and guidelines of the billing and coding systems.
- Types of codes, including the history of ICD, CPT, and HCPCS code set, and explain their uses in the healthcare setting.

COURSE LEARNING OUTCOMES (GENERAL):

- Basic principles of healthcare billing.
- Basics of medical coding, define medical coding and medical code sets.

STUDENT LEARNING OUTCOMES (SPECIFIC):

- Examine the billing considerations for codes used in the healthcare setting and evaluate the billing rules and guidelines for insurance companies and payer types.
- Understand and identify the structure and purpose of major code sets.
- Explain the use of major codes sets in the healthcare setting.
- Recognize and utilize the symbols, conventions, and coding guidelines for the major code sets.
- Correctly identify, select, and apply basic healthcare codes from each of the major code sets (ICD-10-CM, ICD-10-PCS, CPT and HCPCS).
- Understand the basics of billing and coding within specialties.
- Put it all together to tie key concepts together to be ready to code in real world settings.

LEARNING/TEACHING TECHNIQUES used in the course are:

X Collaborative Learning  X Problem Solving
☐ Student Presentations  ☐ Interactive Lectures
☐ Creative Projects  X Individual Coaching
X Lecture
☐ Demonstrations
X Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
X Reading
☐ Oral Presentations
X Textbook Problems
☐ Group Problems
☐ Other (describe below)

X Tests
☐ Individual Projects
X Worksheets
☐ Collaborative Projects
☐ Papers
☐ Portfolio
☐ Term Paper

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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Revised 4/1/18