MEDICAL CODING AND INSURANCE
DIPLOMA – 50 CREDITS

About this program

The Medical Coding and Insurance diploma program prepares students in many of the procedures associated with billing for medical services. Students receive training in medical billing processes, including patient account management, diagnosis and procedure coding, and medical insurance claim completion and processing. The program focuses on coding and insurance procedures for the medical office. Medical coding involves using nationally recognized coding systems to classify procedures and diagnoses related to medical treatment. The codes provide information that is used in insurance claims processing. Many different types of insurance programs are handled in the medical office. Students are trained in claims processes of many insurance programs/plans such as Medicare, Medicaid, Tricare, profit and nonprofit third-party payers, workers' compensation packages and disability coverage. Graduates of the program may be eligible to take several of the national coding certification exams. Courses in the program incorporate the skills needed for employment in the coding and insurance departments of medical facilities.

Program outcomes

1. Communicate using the language of medicine.

2. Utilize technology for medical office applications.

3. Interpret the health care record.

4. Perform diagnosis and procedure coding.

5. Perform insurance and financial procedures following current regulations for the medical office.

6. Demonstrate professional communication skills while implementing legal and ethical practices.

7. Demonstrate knowledge of structure, function, disease processes and treatment of the human body.

8. Perform registration procedures and maintain an appointment schedule.

9. Demonstrate professional work and organizational skills.

Curriculum overview

Crds	Requirement type
44	Required courses
3	Restricted electives in courses
3	Restricted electives in course types
50	**Total**

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation I	4
ADMM1122 - Medical Office Procedures	4
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM1200 - Medical Office Technology Tools	2
ADMM2104 - Medical Language Applications II	3
ADMM2130 - Medical Office Career Insight	2
ADMM2150 - Medicare Coding and Billing Applications	3
ADMM2152 - Advanced Coding	4
ADMM2154 - Hospital Billing	2
ADMM2255 - Evaluation and Management Coding Practices	1
ADMM2258 - Certified Professional Coder Examination Review	1
ADMM2320 - Medical Office Capstone	1
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3
HLTH1110 - Introduction to Anatomy and Physiology	3

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1130 - Small Group Communication	3
COMM1140 - Interpersonal Communication	3

3 credits from these Course Types:

- General Education w/MnTC Goals

Course summaries

ADMM1104 - Medical Language Applications I .... *(3 credits)*
This course provides in-depth analysis of medical language for nonclinical personnel and prepares students for working in many aspects of a medical office. Construction, definition, spelling, pronunciation and proper written and verbal usage of medical language are emphasized. Students will learn to define, spell, pronounce and use medical terms with application in the many contexts of working in a medical office.

ADMM1110 - Medical Documentation I .... *(4 credits)*
This course covers the fundamentals of healthcare documentation and medical record production, legal and ethical issues and responsibilities, software usage and utilization of medical references in healthcare-related communication and research.

ADMM1122 - Medical Office Procedures .... *(4 credits)*
This course offers hands-on training in the tasks performed by medical administrative personnel in medical office settings. Topics include the role of the medical administrative professional, exploration of health care careers, legal and ethical responsibilities, medical appointments and calendars, professional communication including telephone techniques, reception and registration of patients, electronic health record responsibilities, introduction to billing and insurance procedures, and an introduction to medical office management.

Corequisites:

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

ADMM1150 - Medical Billing/Insurance .... *(4 credits)*
This course provides information related to medical billing and health insurance. Topics covered include billing and statement preparation in the medical office, introduction to medical coding, types of health insurance coverage, insurance claim processes and related ethical and legal issues.

Corequisites:

- ADMM1104 Medical Language Applications I OR HLTH1116 Medical Terminology

ADMM1152 - Outpatient Coding .... *(4 credits)*
Medical codes are used to identify procedures and diagnoses that pertain to a patient's health care encounter. This course is an introduction to medical coding and emphasizes coding in medical offices and other outpatient care facilities. Course topics include ICD-10 (International Classification of Disease 10th revision), CPT (Current Procedural Terminology) and HCPCS (Healthcare Common Procedural Coding System), and legal and ethical issues related to outpatient coding practices.

Prerequisites:

- ADMM1104 Medical Language Applications I OR HLTH1110 Introduction to Anatomy & Physiology

ADMM1200 - Medical Office Technology Tools .... *(2 credits)*
Students will utilize technology that is commonly used in a medical office setting and develop 10-key skills necessary for billing and insurance practices.

ADMM2104 - Medical Language Applications II .... *(3 credits)*
This course is a continuation of Medical Language Applications I and prepares nonclinical students to provide effective written or oral communication in encounters with patients, health care providers and other health care staff. Construction, definition, spelling, pronunciation, and proper written and verbal usage of medical terminology pertaining to pharmacology, surgical and anesthesia procedures, laboratory and pathology, oncology, psychiatry and psychology, and physical and occupational therapy are emphasized. Students will apply medical language knowledge to simulated real-life applications from a medical office environment. In-depth analysis and application of verbal and written communication is covered.

Prerequisites:

- ADMM1104

ADMM2130 - Medical Office Career Insight .... *(2 credits)*
This course explores topics in the health care industry as they impact the medical administrative professional. Students will have the opportunity to focus on local, regional or national topics in preparation for a medical office career. Students will learn to appropriately present their acquired skills, knowledge and personal attributes to prospective health care employers.

Prerequisites:

- ADMM1160

OR

- ADMM1122

ADMM2150 - Medicare Coding and Billing Applications .... *(3 credits)*
This course will teach the principles of Medicare coverage, billing, coding and payment for both inpatient and outpatient services. It will provide students with the knowledge and tools for developing the skills needed to submit accurate claims to Medicare, maintain compliance, prevent potential missed revenue and avoid unnecessary claim and coding denials.

Corequisites:

- ADMM1152

ADMM2152 - Advanced Coding .... *(4 credits)*
This course is a continuation of ADMM1152 Outpatient Coding. Students will learn to extract coding information from medical records. This course emphasizes correct application of diagnosis and procedure coding guidelines and provides an introduction to computer coding applications.

Prerequisites:

- ADMM1152

ADMM2154 - Hospital Billing .... *(2 credits)*
This course covers billing processes related to the hospital claim form. Billing for inpatient, ambulatory surgery and hospital-based outpatient services is covered.

Prerequisites:

- ADMM1150

OR

- ADMM1152

ADMM2255 - Evaluation and Management Coding Practices .... *(1 credits)*
This course will teach the students to appropriately assign evaluation and management codes based on the physician documentation using 1995, 1997 and 2021 E/M Coding guidelines. Students will abstract information from healthcare documentation and assign appropriate levels of service.

Prerequisites:

- ADMM1152

ADMM2258 - Certified Professional Coder Examination Review .... *(1 credits)*
This course prepares students to take the Certified Professional Coder (CPC) examination offered by the American Academy of Professional Coders (AAPC). Review of Current Procedural Terminology (CPT), International Classification of Diseases (ICD) and Healthcare Common Procedure Coding System (HCPCS) Level II coding is an integral part of this course. Practice examinations will be taken under timed conditions. The course assists the student in establishing a personal plan for continued development in preparation for the certification examination. This course also prepares students to take other nationally recognized coding examinations.

Prerequisites:

- ADMM1152

ADMM2320 - Medical Office Capstone .... *(1 credits)*
This course is a capstone experience for students enrolled in a medical administrative program. Medical office responsibilities such as appointment scheduling, registration, health information management, and billing and financial operations are included in this project-based course. It is recommended that students take this course near the end of their program.

Prerequisites:

- ADMM1122

ADMM2500 - Human Disease Applications for Administrative Health Professionals .... *(3 credits)*
Knowledge of human diseases is crucial for administrative health personnel to efficiently and accurately assist health care providers and staff with the many administrative tasks associated with health care treatment. This course focuses on common signs and symptoms of disease affecting the human body including associated procedures, diagnostic testing and treatment. Recognition of emergent and urgent symptoms is addressed. Knowledge of the many aspects of human disease is needed to effectively provide health care support services and interact with patients presenting electronically, verbally or in person with administrative health personnel. Practical applications in communication, documentation and billing for the administrative medical office are emphasized.

Prerequisites:

- HLTH1110

Corequisites:

- HLTH1110

HLTH1110 - Introduction to Anatomy and Physiology .... *(3 credits)*
This course is an introduction to the structure and function of the human body. Focus will be on the study of each individual organ system and the interaction of each system with the rest of the body.

COMM1120 - Introduction to Public Speaking .... *(3 credits)*
Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

COMM1130 - Small Group Communication .... *(3 credits)*
Meets MnTC Goal Areas 1 and 2. This course focuses on communication issues in small groups and the importance of small group work in business today. An emphasis will be placed on improving communication skills for successful teamwork, group cohesiveness and the responsibility to group goals and tasks. Students will be provided with opportunities to build their group communication skills through practice.

COMM1140 - Interpersonal Communication .... *(3 credits)*
Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

MEDICAL CODING AND INSURANCE
DIPLOMA – 50 CREDITS

Program Plan — "Primary"
Locations: Online

1st Fall Term (16 credits)

Courses

Course	Crds
ADMM1104 - Medical Language Applications I	3
ADMM1110 - Medical Documentation I	4
ADMM1122 - Medical Office Procedures	4
ADMM1200 - Medical Office Technology Tools	2
HLTH1110 - Introduction to Anatomy and Physiology	3

1st Spring Term (15 credits)

Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance	4
ADMM1152 - Outpatient Coding	4
ADMM2104 - Medical Language Applications II	3
ADMM2320 - Medical Office Capstone	1
ADMM2500 - Human Disease Applications for Administrative Health Professionals	3

2nd Fall Term (13 credits)

Courses

Course	Crds
ADMM2130 - Medical Office Career Insight	2
ADMM2150 - Medicare Coding and Billing Applications	3
ADMM2152 - Advanced Coding	4
ADMM2154 - Hospital Billing	2
ADMM2255 - Evaluation and Management Coding Practices	1
ADMM2258 - Certified Professional Coder Examination Review	1

2nd Summer Term (6 credits)

Courses

No specific courses set for this term.

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking 3
COMM1130 - Small Group Communication 3
COMM1140 - Interpersonal Communication 3

3 credits in one or more of the following:

General Education w/MnTC Goals