



# Atlantic Technical College Medical Coder Biller- ATD Program Syllabus 2017-2018



<b>Instructor Name:</b> Sandra Ervin <b>Department Name:</b> Health Science <b>Office/Classroom Location:</b> Building 5 Room 270 <b>Phone Number:</b> 754-321-5100 ext 3038 <b>Email Address:</b> <a href="mailto:Sandra.ervin@browardschools.com">Sandra.ervin@browardschools.com</a>	<b>Instructor Office Hours:</b> <b>M-F: 2:15pm – 3:15pm</b>
---	--

<b>Student Hours:</b>  <p style="text-align: center;"><b>Monday – Friday</b></p> <p><b>Class Hours:</b> 7:30am – 2:15pm  <b>Break:</b> 9:05am – 9:20am  <b>Lunch:</b> 11:20am – 11:50am</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left;"><b>Program Name: Medical Coder Biller- ATD</b></th> </tr> <tr> <th style="width: 10%;"><b>OCPs</b></th> <th style="width: 70%;"><b>Course Names</b></th> <th style="width: 20%;"><b>Hours</b></th> </tr> <tr> <td style="text-align: center;">A</td> <td>HIM0009- Introduction to Health Information Technology</td> <td style="text-align: center;">90</td> </tr> <tr> <td style="text-align: center;">B</td> <td>HIM0091- Medical Coder Biller 1</td> <td style="text-align: center;">350</td> </tr> <tr> <td></td> <td>HIM0092- Medical Coder Biller 2</td> <td style="text-align: center;">350</td> </tr> <tr> <td></td> <td>HIM0093- Medical Coder Biller 3</td> <td style="text-align: center;">320</td> </tr> </table>	<b>Program Name: Medical Coder Biller- ATD</b>			<b>OCPs</b>	<b>Course Names</b>	<b>Hours</b>	A	HIM0009- Introduction to Health Information Technology	90	B	HIM0091- Medical Coder Biller 1	350		HIM0092- Medical Coder Biller 2	350		HIM0093- Medical Coder Biller 3	320
<b>Program Name: Medical Coder Biller- ATD</b>																			
<b>OCPs</b>	<b>Course Names</b>	<b>Hours</b>																	
A	HIM0009- Introduction to Health Information Technology	90																	
B	HIM0091- Medical Coder Biller 1	350																	
	HIM0092- Medical Coder Biller 2	350																	
	HIM0093- Medical Coder Biller 3	320																	

**Technical College Policy/Adult Student Attendance:**

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.  
<http://www.atlantictechnicalcollege.edu/atc-student-handbook/>

**Magnet High School/Attendance Policy:**  
 A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

<p><b>Required Book(s) and/or Online Access:</b>        Available for purchase at the ATC Bookstore:</p> <ul style="list-style-type: none"> <li>• BLS for Health Care Providers (optional)</li> <li>• AHIMA Virtual Lab Access Code</li> <li>• The Language of Medicine 10th Ed</li> <li>• ICD-10 CM and ICD 10-PCS Coding Handbook</li> <li>• ICD-10 CM (Hospital Payers Volume 1 &amp; 2)</li> <li>• ICD-10 PCS (Hospital Payers Volume 3)</li> <li>• Step By Step Medical Coding</li> <li>• Current Procedural Terminology Professional Edition</li> <li>• Medical Billing 101 2<sup>nd</sup> Ed</li> <li>• HIPPA Training Handbook</li> <li>• CCA Review Guide</li> <li>• Health Information Management Technology Applied Approach 5<sup>th</sup> Ed</li> <li>• Stedman’s Concise Medical Dictionary (optional)</li> </ul>	<p><b>Required Materials/Supplies:</b>        Not Purchased from ATC Bookstore:</p> <ul style="list-style-type: none"> <li>• Navy blue slacks/pants, skirts or dress</li> <li>• Navy blue blazer/jacket</li> <li>• Shoes must be black or navy</li> <li>• Blouse or shirts worn underneath must be white No spaghetti straps for women</li> <li>• Black or brown belt must be worn</li> </ul>
---	---

*All required books and most materials/supplies can be purchased from the ATC bookstore.  
 Stop by during operational hours for pricing and purchasing information.*

<b>Grading System:</b> A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	<b>Additional Program Specific Grading Information:</b> Course Exams 30% Lab Evaluation 20% Projects 5% Clinical Rotation 45%
<b>Online Course Grading Policy:</b> <i>Course is not offered online</i>	
<b>View Your Grades:</b> <b>Grades can be viewed online by following the directions below:</b> 1. Go to <a href="https://browardfocus.com">https://browardfocus.com</a> (access FOCUS using Chrome, Firefox or Safari) 2. Student ID which is on your student schedule. 3. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i>	
<b>Classroom/Lab Rules:</b> <i>See Medical Coder Biller Handbook</i>	
<b>Industry Certification &amp; State Credential Exam Cost:</b> All industry certifications listed are not required. <ul style="list-style-type: none"> <li>• Certified Coder Associate (AHIMA)- \$199 member or \$299 non-member</li> <li>• Certified Professional Coder (AAPC)- \$260 member or \$325 non-member</li> <li>• Certified Billing and Coding Specialist (NHA)- \$130</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	<b>Outstanding Student Recognition Information:</b> A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

<b>Program Name: Medical Coder Biller- ATD</b>	
<b>Course Number:</b> HIM009 <b>Course Name:</b> Introduction to Health Information Technology <b>Occupational Completion Point:</b> A <b>Intended Outcomes:</b> (From FL DOE Curriculum Framework) Student will be able to: <ul style="list-style-type: none"> <li>• Demonstrate knowledge of understanding the healthcare delivery system and health occupations.</li> <li>• Demonstrate the ability to communicate and use interpersonal skills effectively.</li> <li>• Explore Health management as a profession</li> <li>• Demonstrate an understanding of health data concepts.</li> <li>• Demonstrate the function of the health record</li> <li>• Demonstrate basic understanding of Health Information Technology</li> <li>• Discuss classification systems, clinical vocabularies and terminologies.</li> <li>• Explore ethical issues in Health Information management.</li> <li>• Identify the importance of privacy and records law in healthcare</li> <li>• Demonstrate knowledge of appropriate health services organizations and delivery system regulations</li> <li>• Demonstrate computer knowledge and skills</li> <li>• Demonstrate employability skills</li> </ul>	

**Course Number:** HIM0091

**Course Name:** Medical Coder Biller 1

**Occupational Completion Point:** B (1 of 3)

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Describe the Anatomy and Physiology of the human body
- Demonstrate proficiency in the application of medical terminology
- Demonstrate an understanding of fundamentals of disease process in relationship to the human body, including pharmacology

**Course Number:** HIM0092

**Course Name:** Medical Coder Biller 2

**Occupational Completion Point:** B (2 of 3)

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate proficiency in use of ICD and CPT coding systems, both manual and automated
- Demonstrate proficiency in ICD coding complexities
- Explain the significance of health information services to the Medical Coder Biller

**Course Number:** HIM0093

**Course Name:** Medical Coder Biller 3

**Occupational Completion Point:** B (3 of 3)

**Intended Outcomes:** (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate ethical and legal principles with regard to the use of medical records
- Demonstrate understanding of medical billing