



# Atlantic Technical College

## Medical Coder Biller- ATD

### Program Syllabus

### 2023-2024



**Instructor Name:** Sandra Ervin  
**Department Name:** Health Science  
**Office/Classroom Location:** Building 5 Room 270  
**Phone Number:** 754-321-5100 ext 3038  
**Email Address:** [Sandra.ervin@browardschools.com](mailto:Sandra.ervin@browardschools.com)

**Instructor Office Hours:**  
**M-F:** 2:15pm – 3:15pm  
 Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday, 7:00am – 3:00pm.

<b>Student Hours: On Campus</b> <b>Monday – Tuesday</b> <b>Class Hours:</b> 7:30am – 2:15pm  <b>Distance Learning</b> <b>Monday, Thursday, Friday</b>	<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 HIM0092- Medical Coder Biller 2 HIM0093- Medical Coder Biller 3	350 350 320

**Program Description:**  
 This course is designed to teach the skills and knowledge necessary for employment as entry-level coder/billers. The main role of a medical coder/biller is to review patient medical records and assign codes to diagnoses and procedures performed by healthcare providers so that the treating medical facility can bill insurance companies for reimbursement. The medical coder/biller is responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Most medical coder/billers work on-site in hospitals, clinics, physician offices and for insurance companies. With the introduction of the electronic health record (EHR), experienced medical coders may have opportunities to work from home.

**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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantictechcollege.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.

**Required Book(s) and/or Online Access:**  
 Available for purchase at the ATC Bookstore:

- BLS for Health Care Providers (optional)
- Quick & Easy Medical Terminology (Current Ed )
- Structure & Function of the Body (Current Ed )
- ICD-10 CM and ICD 10-PCS Coding Handbook
- Language of Medicine 12<sup>th</sup> Ed
- ICD-10 CM (Hospital Payers Volume 1 & 2)
- ICD-10 PCS (Hospital Payers Volume 3)
- Basic Current Procedural & HCPCS Coding (Current Ed)
- Current Procedural Terminology Professional Edition
- Healthcare Reimbursement (Current Ed)
- HIPPA Training Handbook
- CCA Review Guide
- Health Information Management Technology Applied Approach 6<sup>th</sup> Ed
- Stedman’s Concise Medical Dictionary (optional)

**Required Materials/Supplies:**  
 Not Purchased from ATC Bookstore:

- Navy blue slacks/pants, skirts or dress
- Navy blue blazer/jacket
- Shoes must be black or navy
- Blouse or shirts worn underneath must be white  
 No spaghetti straps for women
- Black or brown belt must be worn

*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%
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**Online Course Grading Policy:- All assignments, exams must be met via Due Dates of Pacing Chart Schedule & (Above) Additional Program Specific Grading Information**

**View Your Grades:**  
**Grades can be viewed online by following the directions below:**

1. Go to Clever SSO Website link: <https://sso.browardschools.com> and login:
  - a. Username: 10-digit student ID number
  - b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.  
(You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.

*NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: <https://broward.focusschoolsoftware.com/focus/>.*

**Classroom/Lab Rules:**  
*See Medical Coder Biller Handbook*

<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)- \$349 member or \$399 non-member</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.
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**Program Name: Medical Coder Biller- ATD**

**Course Number:** HIM009  
**Course Name:** Introduction to Health Information Technology  
**Occupational Completion Point:** A  
**Intended Outcomes:** (From FL DOE Curriculum Framework)  
 Student will be able to:

- Demonstrate an understanding of the healthcare organizations and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Explore Health informatics as allied profession
- Demonstrate an understanding of health data concepts.
- Identify the functions of a health record
- Demonstrate an understanding of Health Information Technology
- Discuss classification systems, clinical vocabularies and terminologies.
- Evaluate ethical issues in Health Information Professions.
- Demonstrate compliance with laws, regulations, and standards that impact healthcare
- Apply polices, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO)

- Demonstrate computer knowledge and skills
- Demonstrate employability skills

**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 HCPCS/CPT coding systems, both manual and automated
- Perform coding complexities proficiently
- Explain the significance of health information services as it relates 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 professional and ethical behavior of a medical coder/biller
- Perform healthcare revenue cycle management processes

