

**MA 166.3 Course Outline as of Spring 2014****CATALOG INFORMATION**

Dept and Nbr: MA 166.3 Title: EXTRNSHP: MED BILL/CODE

Full Title: Externship: Medical Billing and Coding

Last Reviewed: 3/5/2012

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	3.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.50		Contact Total	166.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 183.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 66.3

**Catalog Description:**

Practical experience in hospitals, physician offices and centralized billing agencies to develop medical billing and coding skills in preparation for entry-level employment as a medical biller/coder. Emphasis on the ability to function with accuracy, speed, and utilization of resources in challenging medical coding settings.

**Prerequisites/Corequisites:**

Course Completion of MA 162 ( or MA 62 or MSR 62B) and Course Completion of MA 167B ( or MA 67B) and Course Completion of PHYZ 58 ( or PHYSIO 58) and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 160 ( or MA 60 or MSR 60 or MSR 69) and Course Completion of MA 168 ( or MA 68.1 or MSR 68.1 or MSR 68)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

Immunizations and TB clearance required

**Schedule of Classes Information:**

Description: Practical experience in hospitals, physician offices and centralized billing agencies to develop medical billing and coding skills in preparation for entry-level employment as a

medical biller/coder. Emphasis on the ability to function with accuracy, speed, and utilization of resources in challenging medical coding settings. (Grade Only)

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Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Immunizations and TB clearance required

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Apply principles and skills which have been learned in prerequisite and corequisite courses.
2. Demonstrate confidentiality and other ethical and legal concepts while working in billing and coding settings.
3. Communicate effectively, with cultural sensitivity, with billing/coding supervisor and staff.
4. Demonstrate professionalism in the clinical setting.
5. Act as team member that follows medical billing from start to finish.
6. Evaluate various medical coding employment and billing career opportunities.

### **Topics and Scope:**

#### **A. Medical Externship:**

1. Perform a variety of medical coding tasks in a hospital, clinic, medical office, or other coding setting, within professional and ethical scope of practice.
2. Demonstrate problem-solving and critical thinking skills involved with the safe use of equipment, procedures, and processes.
3. Evaluate the various medical coding employment and career opportunities, write a resume and cover letter, and demonstrate effective interviewing techniques.
4. Research and prepare for the certification exams needed to become a professional coder.

5. Participate within the Medical Billing/Coding Externships in: Hospital coding departments, medical offices/clinics, and other settings.
6. Meet with Health Information Manager or Coding Department Supervisor to discuss and update coding task list and to review evaluation process.
7. Individually and in a team setting, that includes: instructors, supervisors, coding/billing staff:
  - i. demonstrate professional/ethical scope of practice for medical coders
  - ii. apply concepts and utilize techniques learned
  - iii. effective and culturally sensitive communication with instructor, supervisor, and coding staff
8. Professionalism including: dependability, punctuality, cooperation, confidentiality, appropriate appearance, interest in and willingness to learn, and initiative.

#### B. Coding Seminars:

1. Orientation to medical coding externship.
  - i. procedures, process, expectations, and evaluation
  - ii. assigned experience
2. Skills and problem solving related to medical coding externship experience
3. Resume writing and preparation for employment
4. Preparation for further coursework and/or coding certification exams
5. Presentations by coding experts regarding coding opportunities

#### Assignment:

1. Complete the required number of hours, performing a variety of designated billing/coding tasks, during assigned coding externship in a medical facility under the supervision of the manager, supervisor or designed coder.
2. Maintain a timesheet.
3. During coding seminars, discuss externship experience, participate in problem-solving exercises.
4. Complete 5-25 exercises demonstrating the ability to accurately perform coding steps.
5. Complete weekly task sheet update with externship supervisor.
6. Meet with instructor and supervisor when requested.
7. Write a resume and cover letter.
8. Participate in final performance evaluation with instructor; includes coding supervisor's evaluation, timesheet, task sheet, student evaluation of program, and future plans.

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Coding homework, resume, and cover letter
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Writing 15 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Problem solving exercises
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Problem solving 5 - 10%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Field work, evaluations

Skill Demonstrations  
50 - 65%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Participation and attendance

Other Category  
10 - 20%

**Representative Textbooks and Materials:**  
Instructor prepared materials.