

# MEDICAL CODER/BILLER

## MASTER PLAN OF INSTRUCTION

2024 - 2025

Donna Jolly, Instructor



DATES OF SERVICE	PROCEDURE CODE
	82272
	94010
	94375
	93000
	36410

### MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida does not discriminate nor tolerate discrimination on the basis of race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities or employment policies as required by Title II, Title VI, and Title VII Civil Rights Act of 1964 including, Title IX of the United States Education Amendments of 1972, Age Discrimination in Employment Act of 1967 (ADEA), Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, Americans with Disabilities Act of 1990 (ADA) and the Amendment Act of 2008 (ADAAA), and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above. As required by Florida's Educational Equity Act, the Superintendent shall submit an annual equity report addressing the District's educational and employment practices. The School Board of Lee County, Florida, prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity, Academic and Student Support Services or the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to: For Employees: Office of Civil Rights & Equity Compliance at (239) 337-8134 or at [CivilRightsEquity@leeschools.net](mailto:CivilRightsEquity@leeschools.net). For Students: Office of Positive Prevention at (239) 939- 6858.

Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



**Fort Myers Technical College**  
3800 Michigan Avenue  
Fort Myers, FL 33916



Medical coders/billers work in a variety of healthcare areas such as hospitals, physician's offices and billing companies. Coders review the provider's documentation in order to assign diagnoses and procedure codes that are used for reimbursement and data purposes. Billing forms are then filed based on the codes assigned. In the Medical Coder/Biller program, students learn to use two different systems in order to assign codes to the reimbursement systems for outpatient coding, the ICD-10-CM for diagnosis and the CPT code set for procedures.

- Prepare for jobs such as medical coding specialist, revenue cycle analyst, medical billing specialist or payment poster/insurance verification.
- Graduates are eligible to sit for the CPC or CPB exams, which are **national certification exams** through AAPC (American Academy of Professional Coders).
- Some credits earned in FMTC's Medical Coder/Biller program will be applied toward an Associate Degree from Florida Southwestern State College.

### **PROGRAM MISSION**

The mission of the Medical Coder/Biller program is to prepare competent entry-level medical coders/billers in the cognitive (knowledge), organizational (skills), and affective (behavior) learning domains.

### **PROGRAM PHILOSOPHY**

The Medical Coder/Biller program philosophy is to facilitate an online learning environment in which to spark the ability and enthusiasm of all students and to inspire them to learn and to continue learning long after they receive a certificate.

### **PROGRAM CONTENT**

- Medical Ethics
- Medical Terminology and Anatomy
- CPT-4 Procedure Coding
- ICD-10-CM Diagnosis Coding
- Insurance Knowledge
- Insurance Claim Form Preparation
- Electronic Medical Records

### **ESSENTIAL TRAINING TASKS**

- Use of technology to enhance the effectiveness of communication and medical office skills
- Use of ICD-10-CM and CPT coding sets
- Understanding and use of medical Anatomy/Physiology/Terminology
- Processing medical documents
- HIPAA training
- Development of interpersonal and professional skills
- Application of computer concepts using Microsoft Office and medical software
- Customer service online training (telephone, e-mail).

### **Physical Requirements**

- Ability to sit at a computer for an extended period of time.

### **Cognitive Requirements**

- Ability to follow written and oral instructions
- Work as a self-directed learner
- Synthesize and apply knowledge from previous lessons
- Focus on technical reading
- Follow step-by-step written instruction
- Interpret charts and diagrams

### **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the

secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

### **TUITION**

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each payment period. Current fee information is available from Student Services. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

### **POLICIES AND GRADING GUIDELINES**

#### **Satisfactory Academic Progress (SAP)**

SAP is required to remain enrolled in the Online Medical Coder/Biller program. A cumulative grade average of 75% is required by the end of each semester. Failure to move through the program in a timely pace is cause for additional monetary tuition billed by FMTC. All students are allowed up to twelve months from the date of enrollment to complete the course.

#### **Program Work Assignments**

Your assignments are published on Blackboard. The assignments are listed in Units to be completed. Complete each unit **in order** before moving on to the next unit. If you are relying on the Excel spread sheet for direction, please remember to check the MEDCO Lessons on Blackboard for additional coding work and PowerPoint audio lectures.

Answer keys for text and workbooks are provided under the **MEDCO** tab on the left side of your Blackboard screen. Please make sure you understand all the material being taught. Your instructor is your resource person; please email or call the instructor for any help. Do not hesitate to ask for assistance with anything you do not understand. **All responses to your emails and/or telephone calls will be answered by the instructor within a 24-hour period.**

**Ethics & Integrity:** You are expected to complete your assignments; taking shortcuts or failing to complete all the coding assignments will lower your coding ability. This will have a major impact on your certification exams.

**Grades:** Student grades are based upon the following scale for all exams:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Only exam grades will be recorded and count toward your cumulative grade average. A passing score of 75% is required. If you score below that and wish to retake the exam, please contact the instructor. Students may take the quizzes as many times as needed; these grades are not viewed by the instructor.

### **REQUIREMENTS FOR CERTIFICATE**

Certification for FULL program completion is determined by (1) mastery of 85% of program competencies as determined by the instructor, (2) a final grade of 75% or better (80% Health Sciences) in each course, and (3) proof of state-mandated basic skills levels. Students meeting these requirements are awarded a full program certificate.

A record of the student's progress is kept up-to-date by the instructor and available to the student in the FOCUS Student Portal.

## **PROGRAM STRUCTURE**

Below is a summary of the Medical Coder/Biller program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2023-24-frameworks/health-science.stml>.

### **OCP A Introduction to Health Information Technician**

After completion of OPC A students would be able to complete the following tasks in an office setting:

- Demonstrate language arts knowledge and skills
- Demonstrate science knowledge and skills
- Demonstrate an understanding of the healthcare delivery system and health occupations
- Describe the functions of a health record
- Identify the importance of privacy and health records law in healthcare
- Demonstrate computer knowledge and skills

### **OCP B Medical Coder/Biller 1 Medical Coder/Biller 2 Medical Coder/Biller 3**

## **TEXTBOOKS**

Required textbooks for the Medical Coder/Biller program can be found on the disclosure fee sheet located on the program's page on the FMTC website: <https://fortmyerstech.edu/course/medical-coder-biller-online-program/>