

MEDICAL CODER/BILLER

MASTER PLAN OF INSTRUCTION

2025 - 2026

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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.

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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 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 rate established by the Florida legislature. Current tuition and fee information is available from Student Services and is due prior to the first day of each payment period. 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.

Grading Scale: Students must maintain a minimum of a 75% grade average to progress in the program (80% is health science programs). A record of the student's progress is kept by the instructor and available to the student in the FOCUS Student Portal. High school grades for dual enrolled students are reported to the assigned high school.

90 – 100	A
80 – 89	B
75 – 79	C
< 75	Failing

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

Students meeting the following requirements are awarded a full program certificate:

- 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
- 3) Proof of state-mandated basic skills levels

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/2025-26-frameworks/health-science.html>

OCP A Introduction to Health Information Technician

After completion of OPC A, students will 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/>