

**Florida Department of Education
CURRICULUM FRAMEWORK**

Program Title:	Medical Coder/Biller-ATD
Occupational Area:	Health Science Education
Program Numbers	H170528
District CIP	0317050603-1000 hours
CC CIP	0317050605-26 credits
Grade Level	Applied Technology Diploma (ATD)
Length	1000 hours
Faculty Credentials	(See Special Notes)
Basic Skills	
Math	10
English	11
Reading	11
Transfer Value	26 credits into: Health Information Mgmt or Medical Office Systems Specialization

- I. **MAJOR CONCEPTS/CONTENT:** The program is designed to prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/billers or SOC Code 29-2071(Medical Records and Health Information Technicians) The Health Careers Core must be taken by all students (secondary, postsecondary adult and postsecondary vocational) planning to complete any Health Occupations program. Once successfully completed, the core does not need to be repeated at any instructional level.

The content includes, but is not limited to, medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

- II. **LABORATORY ACTIVITIES:** Laboratory facilities and equipment should be provided. Laboratory activities should be correlated with classroom activities and reinforced in the clinical area.
- III. **SPECIAL NOTES:** The program meets the Department of Health HIV/AIDS education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that the HIV/AIDS requirements have been met.

Health Occupations Students of America, (HOSA) Inc. is the appropriate Career/Technical Student Organization (CSO) for providing leadership training experiences and for reinforcing specific career/technical skills. CSOs, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065(8), FAC.

Either a community college or school district may offer the Applied Technology Diploma program. When offered at the community college, college credit shall be awarded for completion of this program. When offered at the school district, vocational credit will be awarded. Vocational credit will be converted to college credit upon transfer to the AS degree at the community college.

This program is part of the Health Information Management or Office System Technology - Medical Office Systems Specialization AS degrees and guarantees transfer of credit of 26 hours toward the AS degree. Minimum entrance requirements for this program include a high school diploma or GED. Students must meet the minimum basic skills levels to complete this program.

Faculty teaching this program must have a minimum of an AS degree in Health Information Management or meet the SACS Exceptional Rule.

Students should be encouraged to become members and participate in the activities of the professional organizations: American Health Information Management Association and/or American Academy of Procedural Coders. Completers of this program may take the coding specialist certification examination given by the American Health Information Management Association (AHIMA) after 2 or more years of work experience.

American Health Information Management Association
919 North Michigan Ave. Suite 2150
Chicago, Il. 60611-5519
312/233-1100

The American Academy of Professional Coders (AAPC) sponsors a certification exam for coders with expertise in physician-based settings which leads to the title of Certified Professional Coder (CPC) or Certified Professional Coder Hospital (CPC-H).

American Academy of Professional Coders
309 West 700 South
Salt Lake City, Ut. 84101
1-800-626-2633

The National Healthcare Association also offers a national certification examination for a Certified Billing and Coding Specialist (CBCS).

National Healthcare Association
194 Rt. 46 East
Fairfield, NJ 07004
973/244-0023
1-800-499-9092

In accordance with Rule 6A-10.024 FAC, the minimum basic skills grade level required for this postsecondary adult vocational program is: Mathematics 10.0, Language 11.0 and Reading 11.0. This grade level number corresponds to grade equivalent score obtained on a state designated basic skills examination.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual

needs and ensure equal access. Adult students with disabilities must self-identify and request such services. 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 provided should be maintained in a confidential file.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44 F.S.

The standard length of this program is 1000 clock hours which includes 90 clock hours for the Health Careers Core.

INTENDED OUTCOMES:

Outcomes 01-11 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the national internet certification examination (Nocti) with instructor approval and the completion of a portfolio.

After successfully completing this program, the student will be able to:

HEALTH SCIENCE CORE (01-11) OCP A-Basic Healthcare Worker-SOC code 31-9099 Healthcare Support Workers, all others

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate computer literacy.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including AIDS.
- 11.0 Apply basic math and science skills.

MEDICAL CODER/BILLER - (12-21)OCP-B

SOC Code 29-2071(Medical Records and Health Information Technicians)

- 12.0 Describe the anatomy and physiology of the human body.
- 13.0 Demonstrate proficiency in the application of medical terminology.

- 14.0 Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology.
- 15.0 Demonstrate proficiency in the use of ICD and CPT coding systems, both manual and automated.
- 16.0 Utilize medical coding references.
- 17.0 Explain the basics of health information services.
- 18.0 Demonstrate ethical and legal principles with regard to the use of medical records.
- 19.0 Demonstrate computer skills.
- 20.0 Demonstrate safety and security specific to health information.
- 21.0 Demonstrate understanding of medical billing.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Medical Coder/Biller
Postsecondary Number: H170528

HEALTH CAREERS CORE: The Health Science Core is a core of basic knowledge necessary for any health occupations career. Students who have previously completed the Health Science Core in any other health occupations program do not have to repeat intended outcomes 01-11.

OCP A-Basic Healthcare Worker- SOC Code 31-9099 Healthcare Support Worker, All Others

01.0 DEMONSTRATE KNOWLEDGE OF THE HEALTH CARE DELIVERY SYSTEM AND HEALTH OCCUPATIONS -- The student will be able to:

- 01.01 Identify the basic components of the health care delivery system.
- 01.02 Describe the various types of health care providers and the range of services available including resources to victims of domestic violence.
- 01.03 Describe the composition and functions of a health care team.
- 01.04 Identify the general roles and responsibilities of the individual members of the health care team.
- 01.05 Develop a basic understanding of human needs throughout the lifespan.
- 01.06 Explain the importance of maintaining professional competence through continuing education.
- 01.07 Describe trends affecting the delivery system of health care.

02.0 DEMONSTRATE THE ABILITY TO COMMUNICATE AND USE INTERPERSONAL SKILLS EFFECTIVELY -- The student will be able to:

- 02.01 Develop basic listening skills.
- 02.02 Develop basic observational skills and related documentation strategies in written and oral form.
- 02.03 Identify characteristics of successful and unsuccessful communication including barriers.
- 02.04 Respond to verbal and non-verbal cues.
- 02.05 Compose written communication using correct spelling, grammar, and format.
- 02.06 Use appropriate medical terminology and abbreviations.
- 02.07 Recognize the importance of courtesy and respect for patients and other health care workers and maintain good interpersonal relationships.
- 02.08 Recognize the importance of patient/client education regarding health care.
- 02.09 Adapt communication skills to varied levels of understanding and cultural orientation.
- 02.10 Demonstrate telephone usage including taking messages.
- 02.11 Demonstrate ability to give and follow directions.
- 02.12 Distinguish between factual reports and personal opinion.

02.13 Read and discuss technical material.

03.0 DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES

-- The student will be able to:

- 03.01 Discuss the legal framework of the health care occupation.
- 03.02 Explain the medical liability of health care workers.
- 03.03 Explain the patients' "Bill of Rights."
- 03.04 Describe a Code of Ethics consistent with the health care occupation.
- 03.05 Discuss the importance of maintaining confidentiality of information, including computer information.
- 03.06 Recognize the limits of authority and responsibility of health care workers.
- 03.07 Recognize and report illegal and unethical practices of health care workers.
- 03.08 Recognize and report abuse and neglect.
- 03.09 Recognize sexual harassment and domestic violence.

04.0 DEMONSTRATE AN UNDERSTANDING OF AND APPLY WELLNESS AND DISEASE CONCEPTS -- The student will be able to:

- 04.01 Develop a basic understanding of the structure and function of the body systems.
- 04.02 Identify personal health practices and environmental factors which affect optimal function of each of the major body systems.
- 04.03 Identify psychological reactions to illness including defense mechanisms.
- 04.04 Recognize the steps in the grief process.
- 04.05 Explain basic concepts of positive self image, wellness and stress.
- 04.06 Develop a wellness and stress control plan that can be used in personal and professional life.
- 04.07 Explain the nutrition pyramid.
- 04.08 Discuss the adverse effects of the use of alcohol, illegal drugs and steroids on the human body.

05.0 RECOGNIZE AND PRACTICE SAFETY AND SECURITY PROCEDURES

-- The student will be able to:

- 05.01 Demonstrate the safe use of medical equipment.
- 05.02 Recognize and report safety hazards.
- 05.03 Identify and practice security procedures for medical supplies and equipment.
- 05.04 Demonstrate proper body mechanics.
- 05.05 Demonstrate the procedure for properly identifying patients.
- 05.06 Demonstrate procedures for the safe transport and transfer of patients.
- 05.07 Describe fire safety and evacuation procedures.
- 05.08 Discuss JCAHO patient safety goals. (www.JCAHO.org)

06.0 RECOGNIZE AND RESPOND TO EMERGENCY SITUATIONS

-- The student will be able to:

- 06.01 Monitor and record vital signs.

- 06.02 Describe legal parameters relating to the administration of emergency care.
 - 06.03 Obtain and maintain CPR skills.
 - 06.04 Demonstrate basic understanding of first aid and emergency care.
 - 06.05 Recognize adverse drug related emergencies and take appropriate first aid action.
- 07.0 RECOGNIZE AND PRACTICE INFECTION CONTROL PROCEDURES
-- The student will be able to:
- 07.01 Demonstrate knowledge of medical asepsis and practice procedures such as handwashing and isolation.
 - 07.02 Demonstrate knowledge of surgical asepsis as utilized in sterilization.
 - 07.03 Describe how to dispose correctly of biohazardous materials, according to appropriate government guidelines such as OSHA.
- 08.0 DEMONSTRATE COMPUTER LITERACY -- The student will be able to:
- 08.01 Define terms and demonstrate basic computer skills.
 - 08.02 Describe the uses of computers in health care.
- 09.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:
- 09.01 Conduct a job search.
 - 09.02 Secure information about a job.
 - 09.03 Identify documents that may be required when applying for a job.
 - 09.04 Complete a job application form correctly.
 - 09.05 Demonstrate competence in job interview techniques.
 - 09.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
 - 09.07 Identify acceptable work habits.
 - 09.08 Demonstrate knowledge of how to make job changes appropriately.
 - 09.09 Demonstrate desirable health habits.
 - 09.10 Recognize appropriate affective/professional behavior.
 - 09.11 Write an appropriate resume.
- 10.0 DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES, INCLUDING AIDS
-- The student will be able to:
- 10.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B.
 - 10.02 Identify community resources and services available to the individuals with diseases caused by blood borne pathogens.
 - 10.03 Identify "at risk" behaviors which promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases.
 - 10.04 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines.

10.05 Demonstrate knowledge of the legal aspects of AIDS, including testing.

11.0 APPLY BASIC MATH AND SCIENCE SKILLS -- The student will be able to:

- 11.01 Draw, read, and report on graphs, charts and tables.
- 11.02 Measure time, temperature, distance, capacity, and mass/weight.
- 11.03 Make and use measurements in both traditional and metric units.
- 11.04 Make estimates and approximations and judge the reasonableness of the result.
- 11.05 Convert from regular to 24 hour time.
- 11.06 Demonstrate ability to evaluate and draw conclusions.
- 11.07 Organize and communicate the results obtained by observation and experimentation.
- 11.08 Ask appropriate scientific questions and recognize what is involved in experimental approaches to the solution of such questions.
- 11.09 Calculate ratios.

MEDICAL CODER/BILLER: Students completing intended outcomes 12-21 in this module meet the requirements for the occupational completion point of Medical Coder/Biller or SOC Code 29-2071(Medical Records and Health Information Technicians) OCP-B

12.0 DESCRIBE THE ANATOMY AND PHYSIOLOGY OF THE HUMAN BODY--The student will be able to:

- 12.01 Describe the structure and function of the respiratory system.
- 12.02 Describe the structure and function of the cardiovascular system.
- 12.03 Describe the structure and function of the muscular-skeletal system.
- 12.04 Describe the structure and function of nervous, skin, and sensory systems.
- 12.05 Describe the structure and function of the reproductive system.
- 12.06 Describe the structure and function of the urinary system.
- 12.07 Describe the structure and function of the digestive system.
- 12.08 Describe the structure and function of the endocrine system.

13.0 DEMONSTRATE PROFICIENCY IN THE APPLICATION OF MEDICAL TERMINOLOGY--The student will be able to:

- 13.01 Recognize and identify word parts of medical terminology in daily use.
- 13.02 Build, spell and pronounce correctly, appropriate terms from word parts learned and be able to give the meaning of the word.
- 13.03 Identify word parts and be able to build, spell and understand new words with those parts.

- 13.04 Spell and use medical abbreviations.
 - 13.05 Recognize and identify terminology of hospital and other clinical forms.
 - 13.06 Demonstrate use of basic terminology common to medical/surgical practices.
- 14.0 DEMONSTRATE AN UNDERSTANDING OF THE FUNDAMENTALS OF DISEASE PROCESS IN RELATIONSHIP TO THE HUMAN BODY, INCLUDING PHARMACOLOGY--The student will be able to:
- 14.01 Demonstrate an understanding of the predisposing factors and direct causes of disease as they relate to the human body.
 - 14.02 Demonstrate an understanding of the general morphology of organisms and their role in the disease process.
 - 14.03 Demonstrate an understanding of the pathogenesis of diseases of all the body systems.
- 15.0 DEMONSTRATE PROFICIENCY IN USE OF ICD AND CPT CODING SYSTEMS, BOTH MANUAL AND AUTOMATED--The student will be able to:
- 15.01 Outline the development of nomenclatures and classification systems.
 - 15.02 Identify conventions and characteristics used in coding.
 - 15.03 Analyze and code diagnoses, procedures, and symptoms.
 - 15.04 Demonstrate ability to code, classify, and sequence.
 - 15.05 Explain the relationship of Diagnosis Related Groups (DRGs) and Ambulatory Patient Groups (APGs).
 - 15.06 Identify the various external regulating agencies and their impact on the coding systems.
 - 15.07 Use procedures for ensuring data quality.
 - 15.08 Describe the process to annually update coding resources.
- 16.0 UTILIZE MEDICAL CODING REFERENCES--The student will be able to:
- 16.01 Use medical dictionaries.
 - 16.02 Identify and use trade generic and chemical drug names utilizing reference sources.
 - 16.03 Identify and use diagnostic test terminology.
- 17.0 EXPLAIN THE BASICS OF HEALTH INFORMATION SERVICES--The student will be able to:
- 17.01 Describe origin, history and definition of medical records.
 - 17.02 Describe the functions of the medical record department, i.e., data collecting, filing, retrieving, coding, indexing, etc.
 - 17.03 Explain the classification and functions of health information management personnel and chain of command.
 - 17.04 State reasons medical records are important in the health care delivery system.
 - 17.05 Explain different filing systems used in health care institutions.
 - 17.06 Describe the development of the medical record.
 - 17.07 Explain the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies.

- 17.08 Demonstrate the use of a master patient index (MPI) system.
- 18.0 DEMONSTRATE ETHICAL AND LEGAL PRINCIPLES WITH REGARD TO THE USE OF MEDICAL RECORDS--The student will be able to:
 - 18.01 Explain the importance of maintaining ethical and legal standards in compiling and using medical records.
 - 18.02 Discuss the Code of Ethics of the American Health Information Management Association.
 - 18.03 Explain the scope of practice of the medical coder/biller.
 - 18.04 Demonstrate ethical coding practices as outlined by AHIMA.
- 19.0 DEMONSTRATE COMPUTER SKILLS--The student will be able to:
 - 19.01 Demonstrate keyboarding skills.
 - 19.02 Operate word processing and other software applicable to coding.
- 20.0 DEMONSTRATE SAFETY AND SECURITY SPECIFIC TO HEALTH INFORMATION--The student will be able to:
 - 20.01 Follow medical records policies and procedures for security, including confidentiality.
 - 20.02 Demonstrate workstation ergonomics specific to the medical coder/biller.
 - 20.03 Implement appropriate JCAHO patient safety goals.
- 21.0 DEMONSTRATE UNDERSTANDING OF MEDICAL BILLING--The student will be able to:
 - 21.01 Complete HCFA 1500 or comparable claim form.
 - 21.02 Compare and contrast various reimbursement entities.
 - 21.03 Identify sources of payment, including patient and third parties.
 - 21.04 Use medical billing software.
 - 21.05 Perform electronic claims billing and submission.
 - 21.06 Interpret explanation of benefits (EOBs) and explanation of Medicare benefits (EOMBs).
 - 21.07 Analyze claims rejection, correct and resubmit for payment.

