



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Medical Billing and Coding
Certificate (Catalog Year: 2017)		
TATC Core (630 hours required)		Hours
<i>Medical Billing and Coding (630 hours required)</i>		<i>Hours</i>
<i>Keyboarding Basics (BTEC1000)</i>		30.00
<i>Lesson 1-6 (1)</i>		10.00
<i>Lesson 7-12 (2)</i>		10.00
<i>Lesson 13-18 & final assessment (3)</i>		10.00
<i>Basic Computer Literacy (BTEC1500)</i>		30.00
<i>Basic Computer Principles (1)</i>		6.00
<i>MS Office Word (2)</i>		8.00
<i>MS Office Excel (3)</i>		8.00
<i>MS Office Access (4)</i>		8.00
<i>Medical Law & Ethics (HIPAA & Legal Training) (MEDC1601)</i>		25.00
<i>HIPAA (1)</i>		1.00
<i>Ethical and Bioethical issues (2)</i>		4.00
<i>Workplace Issues (3)</i>		4.00
<i>Code and Standards Infractions (4)</i>		4.00
<i>Statutory Reporting and Public Duties (5)</i>		4.00
<i>Professional Liability Insurance (6)</i>		4.00
<i>Death and Dying Issues (7)</i>		4.00
<i>Medical Terminology & Anatomy (MEDC1602)</i>		75.00
<i>Introduction to Healthcare Terminology (1)</i>		5.00
<i>Body Structure and Directional Terminology (2)</i>		5.00
<i>Musculoskeletal System and Connective Tissue (3)</i>		5.00
<i>Skin and Subcutaneous Tissue (4)</i>		5.00
<i>Digestive System (5)</i>		5.00
<i>Genitourinary System (6)</i>		5.00
<i>Pregnancy, Childbirth, and the Puerperium (7)</i>		5.00
<i>Blood, Blood-Forming Organs, and the Immune Mechanism (8)</i>		5.00
<i>Circulatory System (9)</i>		5.00
<i>Respiratory System (10)</i>		5.00
<i>Nervous System (11)</i>		5.00
<i>Mental and Behavioral Disorders (12)</i>		5.00
<i>Eye and Adnexa (13)</i>		5.00
<i>Ear and Mastoid Process (14)</i>		5.00

<i>Endocrine System and Nutritional and Metabolic Diseases (15)</i>	5.00
Patient to Payment (MEDC1603)	150.00
<i>From Patient to Payment (1)</i>	10.00
<i>HIPAA and the Legal Medical Record (2)</i>	10.00
<i>Diagnostic Coding (3)</i>	10.00
<i>Procedural Coding (4)</i>	10.00
<i>Payment Methods (5)</i>	10.00
<i>Health Care Claim Preparation (6)</i>	10.00
<i>Claim Transmission (7)</i>	10.00
<i>Blue Cross and Blue Shield (8)</i>	10.00
<i>Medicare (9)</i>	10.00
<i>Medicaid (10)</i>	10.00
<i>TRICARE and CHAMPVA (11)</i>	10.00
<i>Worker's Compensation (12)</i>	10.00
<i>Disability (13)</i>	10.00
<i>Hospital Insurance (14)</i>	10.00
<i>Medisoft Claim Simulations (15)</i>	10.00
Step-by-Step Coding (MEDC1604)	270.00
<i>Reimbursement HIPAA and Compliance (1)</i>	10.00
<i>Overview of ICD-10-CM (2)</i>	10.00
<i>ICD-10-CM Outpatient Coding and Reporting Guidelines (3)</i>	10.00
<i>Using ICD-10-CM (4)</i>	10.00
<i>Chapter-Specific Guidelines (1-10) (5)</i>	10.00
<i>Chapter-Specific Guidelines (11-14) (6)</i>	10.00
<i>Chapter-Specific Guidelines (15-21) (7)</i>	10.00
<i>Introduction to CPT (8)</i>	10.00
<i>Introduction to the Level II National Codes (HCPCS) (9)</i>	10.00
<i>Modifiers (10)</i>	10.00
<i>Evaluation/Management (E/M) (11)</i>	10.00
<i>Anesthesia (12)</i>	10.00
<i>Surgery Guidelines and General Surgery (13)</i>	10.00
<i>Integumentary System (14)</i>	10.00
<i>Musculoskeletal System & Respiratory System (15)</i>	10.00
<i>Respiratory System (16)</i>	10.00
<i>Cardiovascular System (17)</i>	10.00
<i>Hemic, Lymphatic, Mediastinum, & Diaphragm (18)</i>	10.00
<i>Digestive System (19)</i>	10.00
<i>Urinary and Male Genital Systems (20)</i>	10.00
<i>Reproductive, Female and Maternity Care (21)</i>	10.00
<i>Endocrine and Nervous Systems (22)</i>	10.00
<i>Eye, Ocular Adnexa, Auditory and Operating Microscope (23)</i>	10.00
<i>Radiology (24)</i>	10.00
<i>Pathology/Laboratory (25)</i>	10.00
<i>Medicine (26)</i>	10.00

<i>Inpatient Coding (27)</i>	10.00
<i>Electronic Healthcare Records (MEDA1605)</i>	30.00
<i>Introduction to Electronic Health Records (1-13) (1)</i>	2.00
<i>Overview of SimChart for the Medical Office (14-25) (2)</i>	4.00
<i>Privacy, Confidentiality, and Security (26-35) (3)</i>	4.00
<i>Implementing Electronic Health Records (36-65) (4)</i>	4.00
<i>Administrative Use of the Electronic Health Record (66-92) (5)</i>	4.00
<i>Clinical Use of the Electronic Health Record (93-97) (6)</i>	4.00
<i>Using the Electronic Health Record for Reimbursement (98-100) (7)</i>	4.00
<i>The Personal Health Record (101-110) (8)</i>	4.00
<i>Workplace Relations (WKS1501)</i>	20.00
<i>Attitude (1)</i>	5.00
<i>Time Management (2)</i>	5.00
<i>Communication (3)</i>	5.00
<i>Conflict Resolution/Relationship Building (4)</i>	5.00