

# Medical Coding and Billing

DAY/EVENING PROGRAMS

**E Li N P PM** Edison, Lincoln, Northeast Philadelphia, Paramus and Plymouth Meeting Campuses

## DP523—DIPLOMA PROGRAM

**Lo S** Lowell and Somerville Campuses

## DP523—CERTIFICATE PROGRAM

day . . . approximately 39 weeks (including holidays and scheduled breaks), 900 instructional hours, 45.5 credit hours\*  
 eve. . . approximately 54 weeks (including holidays and scheduled breaks), 900 instructional hours, 45.5 credit hours\*

\*The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

### program objective

The Medical Coding and Billing program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level coding and billing specialist. This well-rounded curriculum offers the student knowledge and skills in the technical areas of insurance industry, computer technology, federal and state regulation, coding techniques for physician and hospital, basic medical office administration, extensive practice in preparing medical/hospital claims using electronic health records system as well as anatomy, physiology and medical terminology. Because of the wide range of opportunities for the graduate, the program also focuses on the

business aspects of billing and coding practice including medical and health records management.

Graduates will be adequately prepared to begin their role as a coding and billing specialist in the healthcare community. Upon completion of the program, graduates are encouraged to sit for the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam. This program prepares students for the certification testing, although there is no guarantee of passing the certification test and passing is not a graduation requirement.

number	course	lecture hours	lab hours	externship hours	total hours	total credits	prerequisites
<b>CORE COURSES</b>							
BIO101	Anatomy and Physiology I	90	0	0	90	6.0	
BIO102	Anatomy and Physiology II	90	0	0	90	6.0	BIO101
EMR101	Health Information System	45	45	0	90	4.5	
MCB100	Health Administration and Records Management	75	15	0	90	5.5	
MCB101	Billing and Reimbursement	45	45	0	90	4.5	MED103
MCB102	International Classification of Diseases Coding I	45	45	0	90	4.5	MED103
MCB103	International Classification of Diseases Coding II	45	45	0	90	4.5	MED103, MCB102
MED103	Medical Terminology	90	0	0	90	6.0	
EX201†§	Clinical Externship	0	0	180	180	4.0	§
<b>TOTALS</b>		<b>525</b>	<b>195</b>	<b>180</b>	<b>900</b>	<b>45.5</b>	

NOTE: Course numbers and sequences listed herein are for reference only. The actual delivery sequence of courses contained in this program may vary depending upon individual campus scheduling.

†The Clinical Externship is a full-time commitment of 180 hours at 25-30 hours per week for 6 weeks. Externship hours are daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

§Prerequisites: Successful completion of all in school course work must be completed prior to clinical externship.



Edison, Lincoln, Lowell, Northeast Philadelphia, Paramus, Plymouth Meeting and Somerville Campuses

Edison NJ – 732.548.8798 | Lincoln RI – 401.334.2430 | Lowell MA – 978.458.4800

Northeast Philadelphia PA – 215.969.0869 | Paramus NJ – 201.845.6868

Plymouth Meeting PA – 610.941.0319 | Somerville MA – 617.776.3500

[www.lincolntech.com](http://www.lincolntech.com)

*This program may not be offered at all campuses.*

**LOANS AND GRANTS AVAILABLE TO THOSE WHO QUALIFY**

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**BIO101 – ANATOMY AND PHYSIOLOGY I**

*Contact Hrs–90; Lecture Hrs–90; Lab Hrs–0; Credit Hrs–6.0*

This course provides the students, primarily in health-related programs, with an in-depth understanding of the anatomy and physiology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed.

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**BIO102 – ANATOMY AND PHYSIOLOGY II**

*Contact Hrs–90; Lecture Hrs–90; Lab Hrs–0; Credit Hrs–6.0*

This course is a continuation of BIO101. This course provides students with an in-depth understanding of the structure and function of the remaining organ systems. Interrelationships among organ systems are emphasized.

*Prerequisite: BIO101*

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**EMR101 – HEALTH INFORMATION SYSTEM**

*Contact Hrs–90; Lecture Hrs–45; Lab Hrs–45; Credit Hrs–4.5*

This course will prepare the student to understand basic computer principles and use electronic records in a medical practice. Health Information System is designed to train future users of electronic health records programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the electronic health records software, including data entry at the point of care, electronic coding from medical records using the latest in electronic health records, utilize advanced techniques to speed data entry, use the electronic health records to improve patient care, understand the privacy and security of health records, and use the electronic health records through different technology modes.

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**MCB100 – HEALTH ADMINISTRATION AND RECORDS MANAGEMENT**

*Contact Hrs–90; Lecture Hrs–75; Lab Hrs–15; Credit Hrs–5.5*

This course provides the student with the knowledge to understand the background and importance of insurance claims completion, accounts receivable, coding, and billing. Students will have the opportunity to become familiar with the basic electronic health information process and the opportunity to apply necessary knowledge for the release of patient information and maintain HIPAA privacy rules. The student will have the opportunity to understand basic principles and terminology of electronic data interchange (EDI) and to demonstrate understanding of computers, records management, and electronic claims submission.

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**MCB101 – BILLING AND REIMBURSEMENT**

*Contact Hrs–90; Lecture Hrs–45; Lab Hrs–45; Credit Hrs–4.5*

This course presents the concepts and procedures for electronic and manual insurance claims processing. Major health insurance

programs are covered and an introduction to major diagnosis and procedure coding systems is provided. Students will practice claims form completion and use billing software.

*Prerequisite: MED103*

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**MCB102 – INTERNATIONAL CLASSIFICATION OF DISEASES CODING I**

*Contact Hrs–90; Lecture Hrs–45; Lab Hrs–45; Credit Hrs–4.5*

This course is a study of the purpose, use and application of medical classification systems, nomenclatures and other terminologies, including International Classification of Diseases Coding. Emphasis is placed on the current version of the International Classification of Diseases federal coding guidelines, coding conventions, and coding principles. Students will practice code assignments using various types of healthcare documentation (such as: inpatient, outpatient, emergency department, physician's office).

*Prerequisite: MED103*

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**MCB103 – INTERNATIONAL CLASSIFICATION OF DISEASES CODING II**

*Contact Hrs–90; Lecture Hrs–45; Lab Hrs–45; Credit Hrs–4.5*

This course is a study of the principles of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). This in depth review is dedicated to complex International Classification of Diseases Coding (current version) as well as accurate assignment of all major coding systems. Students will assign codes manually and use an encoder. Coding skills will be enhanced with a variety of health records and claims for billing purposes.

*Prerequisites: MED103, MCB102*

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**MED103 – MEDICAL TERMINOLOGY**

*Contact Hrs–90; Lecture Hrs–90; Lab Hrs–0; Credit Hrs–6.0*

This course is an introduction to medical terminology and covers word roots, suffixes, and prefixes as it relates to various medical specialties, structures of the body, medical procedures and diseases. Students also receive practical experience in procedures performed in medical specialty facilities.

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**EX201 – CLINICAL EXTERNSHIP**

*Contact Hrs–180; Externship Hrs–180; Credit Hrs–4.0*

During the clinical externship the student applies practical application and experiential learning opportunities using all skills learned in a real-life clinical setting prior to taking the certification/registry examination.

*Prerequisites: Successful completion of all in school course work must be completed prior to clinical externship.*