MEDICAL TRANSCRIPTION AND CODING CERTIFICATE (Online: Instructor Supported)

Program Clock Hours 800 (320 instruction, 480 laboratory/practicum)

Program Description
Prepare yourself to be able to generate billing ready documents by cross-training with our medical transcription and coding programs. Students will learn how to transcribe physician dictation and combine with medical chart and records to create fully documented and correctly coded records. We have the ONLY transcription program which provides 3 month internship placements to help launch your career. All students who score above 90% on the final exam are eligible to be placed in an internship. Our transcription course also includes over 2,000 minutes of actual physician dictation.

The coding program teaches the students how to evaluate coding practices and provides the tools for developing compliance programs that will meet the standards of the health care rules and regulations. Graduates of this program will be able to assign codes to diagnoses and procedures in order to insure proper financial reimbursement from insurance companies and government agencies. Additionally, they will be able to use a universally recognized coding system and insure correct codes for compliance with federal regulations and insurance requirements. According to the US Bureau of Labor Statistics, this field will experience much faster than average growth in job opportunities in the coming years.

Courses included (in required order)
- Medical Terminology I (Etymology, Grammar, Medical Words)
- Medical Terminology II (Word Dynamics, Medical equipment, Anatomy)
- Pharmacological Compendium (Comprehensive compendium of commonly used drugs. Course is a study aid for other programs, there is no exam).
- Surgical Compendium (Reference guide containing extensive listing of surgical terminology. Used as a learning aid for relevant programs. Also included are pharmacological and surgical compendiums which include 4 hours of dictation with correct pronunciation. There is no exam.)
- Medical Transcription Practicum (The course provides an introduction to inpatient and outpatient reports, 16 hours of dictation with answer keys (85% hospital, 15% clinical) and a final practicum of 20 hrs of dictation).
- Medical Coding Theory and Practice (includes outpatient coding and fundamentals of inpatient coding, including structure and sources of codes and how to look up).
- Coding Practicum I – Applied Coding (300 charts to code)
- Coding Practicum II - Specialty Coding (300 specialty charts to code)
- Health Insurance Specialist (includes Medical Care Reimbursement, Health Organization Plans, Insurance Claim Form Analysis, Payer Processing, Laws, Rules & Regulations, Private Insurance, Medicare, Medicaid, & Tricare, and Worker’s Compensation).

Materials & Equipment included:
CPT 2011
ICD-9-CM Code book
ExpressScribe foot pedal & software
CD-ROMs with dictation
15-month subscription to KB References
Program Completion
Most students complete this program in 6-8 months. There are final exams on each course, the passing score on which is 80%. Students are allowed up to 3 attempts to pass each exam (with different questions each time). Initial enrollment is for 12 months.

Course Syllabus

**MEDICAL TERMINOLOGY I – LANGUAGE ORIGINS AND ADAPTATIONS**
*(75 hrs – 65 instruction, 10 laboratory/practicum)*

- Etymology
- Grammar, Spelling & Punctuation
- Medical Words

**MEDICAL TERMINOLOGY II – DYNAMICS OF MEDICAL VOCABULARY AND WORD STRUCTURE**
*(75 hrs – 65 instruction, 10 laboratory/practicum)*

- Word Dynamics
- Body Dynamics
- Medical Instruments & Equipment
- Medical Specialties & Specialists
- Diagnostic Medicine
- Abbreviations
- Anatomy and Physiology
- Diagnostic Medicine
- Abbreviations
- Anatomy and Physiology
- Pharmacology
- Drug listing – generic alpha, name brand cross-reference, plus 200 of the most commonly prescribed drugs.

**THE PHARMACOLOGICAL COMPENDIUM**
*(10 hrs – 10 instruction, 0 laboratory/practicum)*

- Pharmacology
- Web Research

There is a quiz at the end of the lesson which requires a passing rate of 80% or better.

**SURGICAL COMPENDIUM**
*(10 hrs – 10 instruction, 0 laboratory/practicum)*

- Includes General, Breast, Digestive, Intra-abdominal, Bowel, Colon, Rectal, Anal, Biliary, Ear, Nose and Throat, Endocrine, Herniae, Nail, I&D, Gynecology, Neurosurgery, Obstetrics, Ophthalmology, Orthopedic, Otolaryngology, Reconstructive, Thoracic, Urologic, Cardiovascular Surgery – with all related terms listings, dictation and sample reports.
- 4 hours of dictation for pronunciation specifics
MEDICAL TRANSCRIPTION THEORY AND PRACTICUM
(300 hrs – 20 instruction, 280 laboratory/practicum)

- Report Types
- Outpatient Reports
- Inpatient Reports
- 16 hours (1,000 minutes) of dictation – all physician dictation, 85% hospital, 15% clinical. Answer keys included

- 20 hours of physician dictation
- Keys (actual transcribed reports) to the dictation
- 20 hours of specialty dictation

MEDICAL CODING THEORY AND PRACTICE
(70 hrs – 70 instruction, 0 laboratory/practicum)

- Industry History and the Codes
- The Coder
- ICD Coding
- CPT Coding
- Specialty Coding
- Liability and Legal Issues
- Summary

CODING PRACTICUM 1: APPLIED CODING
(100 hrs – 0 instruction, 100 laboratory/practicum)

- 300 basic medical charts to code
- Answer key included; shows the rationale for the coding on each chart once the learner completes the coding for a given chart.

CODING PRACTICUM 2: SPECIALTY CODING
(100 hrs – 0 instruction, 100 laboratory/practicum)

- 300 specialty medical charts to code
- Answer key included; shows the rationale for the coding on each chart once the learner completes the coding for a given chart.

HEALTH INSURANCE SPECIALIST
(80 hrs – 80 instruction, 0 laboratory/practicum)

- Health Insurance Specialist Job Description & Knowledge
- Medical Care Reimbursement
- Health Organizations (MCO)
- Insurance Claims
- Payer Processing
- Laws, Rules, and Regulations
- Private Insurers
- Medicare
- Medicaid
- TriCare
- Worker’s Compensation
- Score Summary and Final Assignment
- Appendix and Glossary (all insurance form samples and instructions)