Atlantic Technical College
Medical Coder Biller- ATD
Program Syllabus
2024-2025

Instructor Name: Sandra Ervin **Department Name:** Health Science **Office/Classroom Location:** Building 5, Room 270 **Phone Number:** 754-321-5100 ext. 3038 **Email Address:** sandra.ervin@browardschools.com	**Instructor Office Hours:** **M-F:** 2:15pm – 3:15pm Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday, 7:00am – 3:00pm.

Student Hours:

Monday – Friday

Class Hours: 7:30am – 2:15pm
Break: 9:05am – 9:20am
Lunch: 11:20am – 11:50am

Program Name: Medical Coder Biller- ATD

OCPs	Course Names	Hours
A	HIM0009- Introduction to Health Information Technology	90
B	HIM0091- Medical Coder Biller 1	350
	HIM0092- Medical Coder Biller 2	350
	HIM0093- Medical Coder Biller 3	320

Program Description:

This course is designed to teach the skills and knowledge necessary for employment as entry-level coder/billers. The main role of a medical coder/biller is to review patient medical records and assign codes to diagnoses and procedures performed by healthcare providers so that the treating medical facility can bill insurance companies for reimbursement. The medical coder/biller is responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Most medical coder/billers work on-site in hospitals, clinics, physician offices and for insurance companies. With the introduction of the electronic health record (EHR), experienced medical coders may have opportunities to work from home.

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
  http://www.atlantictechnicalcollege.edu/atc-student-handbook/

Magnet High School/Attendance Policy:

A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s) and/or Online Access:

Available for purchase at the ATC Bookstore:

- BLS for Health Care Providers (optional)
- AHIMA Virtual Lab Access Code
- Structure & Function of the Body 16th Ed)
- ICD-10 CM and ICD 10-PCS Coding Handbook
- Language of Medicine 13th Ed
- ICD-10 CM (Hospital Payers Volume 1 & 2)
- ICD-10 PCS (Hospital Payers Volume 3)
- Basic Current Procedural & HCPCS Coding 2024
- Current Procedural Terminology Professional Edition
- Healthcare Reimbursement 8th Ed
- HIPPA Training Handbook
- CCA Review Guide
- Health Information Management Technology Applied Approach 6th Ed
- Stedman's Concise Medical Dictionary (optional)

Required Materials/Supplies:

Not Purchased from ATC Bookstore:

- Navy blue slacks/pants, skirts or dress
- Navy blue blazer/jacket
- Shoes must be black or navy
- Blouse or shirts worn underneath must be white No spaghetti straps for women
- Black or brown belt must be worn

All required books and most materials/supplies can be purchased from the ATC bookstore.
Stop by during operational hours for pricing and purchasing information.

Grading System:	Additional Program Specific Grading Information:	
A 90 - 100%	Course Exams	30%
B 80 - 89%	Lab Evaluation	20%
C 70 - 79%	Projects	5%
D 60 - 69%	Clinical Rotation	45%
F 0 - 59%		
I Incomplete		

Online Course Grading Policy:-
Course is not offered online

View Your Grades:
Grades can be viewed online by following the directions below:
1. Go to Clever SSO Website link: www.clever.com/in/browardworkforce and login:
    a. Username: 10-digit student ID number
    b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.
    (You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.
    NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly:
    https://broward.focusschoolsoftware.com/focus/.

Classroom/Lab Rules:
See Medical Coder Biller Handbook

Industry Certification & State Credential Exam Cost:	Outstanding Student Recognition Information:
All industry certifications listed are not required.	A gold seal will be applied to a Program Completion
• Certified Coder Associate (AHIMA)- $199 member or $299 non-member	Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.
• Certified Professional Coder (AAPC)- $260 member or $325 non-member	
• Certified Billing and Coding Specialist (NHA)- $130	
You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.	

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Course Number: HIM009
Course Name: Introduction to Health Information Technology
Occupational Completion Point: A
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
- Demonstrate an understanding of the healthcare organizations and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Explore Health informatics as allied profession
- Demonstrate an understanding of health data concepts.
- Identify the functions of a health record
- Demonstrate an understanding of Health Information Technology
- Discuss classification systems, clinical vocabularies and terminologies.
- Evaluate ethical issues in Health Information Professions.
- Demonstrate compliance with laws, regulations, and standards that impact healthcare
- Apply polices, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO)

• Demonstrate computer knowledge and skills
• Demonstrate employability skills

Course Number: HIM0091
Course Name: Medical Coder Biller 1
Occupational Completion Point: B (1 of 3)
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
• Describe the Anatomy and Physiology of the human body
• Demonstrate proficiency in the application of medical terminology
• Demonstrate an understanding of fundamentals of disease process in relationship to the human body, including pharmacology

Course Number: HIM0092
Course Name: Medical Coder Biller 2
Occupational Completion Point: B (2 of 3)
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
• Demonstrate proficiency in use of ICD and HCPCS/CPT coding systems, both manual and automated
• Perform coding complexities proficiently
• Explain the significance of health information services as it relates to the medical coder/biller

Course Number: HIM0093
Course Name: Medical Coder Biller 3
Occupational Completion Point: B (3 of 3)
Intended Outcomes: (From FL DOE Curriculum Framework)
Student will be able to:
• Demonstrate professional and ethical behavior of a medical coder/biller
• Perform healthcare revenue cycle management processes