

HERZING

DIPLOMA IN INSURANCE BILLING AND CODING SPECIALIST (DIBCS)

PROGRAM DESCRIPTION

The goal of this diploma program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility.

PROGRAM OBJECTIVES

Upon completion of this program students should be able to:

1. Demonstrate ability to use knowledge attained to create clerical documents used in medical facilities.
2. Read and understand medical documentation, identify diagnoses and procedures, and ensure that documentation supports the diagnosis and procedures performed.
3. Apply knowledge of medical terminology, disease process, anatomy and physiology, and pharmacology to analyze medical records and assign codes.
4. Apply knowledge of ICD and CPT format, instructional notations, conventions, and inpatient and outpatient guidelines to assign codes and classify diagnoses and procedures.
5. Apply knowledge of payor billing and reimbursement, the prospective payment system, and fraud and abuse issues.
6. Select appropriate diagnosis and procedure codes for billing purposes.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include medical coding specialist, health information specialist, abstractor, and medical clerk.

PROGRAM CONTENT

A minimum of 44.00 semester credit hours is required for graduation.

REQUIRED COURSES

All courses, 38.00 semester credit hours, are required.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|--|---|--------------|
| HC 115 | Medical Terminology for Healthcare Professionals | None | 2.00 |
| MC 171 | Basic Diagnosis Coding | HC 115, MO 150, MO 150L, SC 245 and SC 245L | 3.00 |
| MC 172 | Basic Procedure Coding | HC 115, MO 150, MO 150L, SC 245 and SC 245L | 3.00 |
| MC 173 | Intermediate Diagnosis Coding | MC 171 | 3.00 |
| MC 174 | Intermediate Procedure Coding | MC 172 | 3.00 |
| MC 208 | Program Review | All didactic coursework with a program GPA of 2.0 | 1.00 |
| MO 110 | Keyboarding | None | 1.00 |
| MO 111 | Computer Software Applications in Healthcare | MO 110 | 3.00 |
| MO 150 | Pathophysiology and Pharmacology | HC 115; Corequisites MO 150L, SC 245 and SC 245L | 2.00 |
| MO 150L | Pathophysiology and Pharmacology Lab | HC 115; Corequisites MO 150, SC 245 and SC 245L | 1.00 |

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|---|--|--------------|
| MO 205 | Insurance Claims, Processing and Adjudication | MO 111 | 3.00 |
| MO 210 | Healthcare Systems and Operations | None | 2.00 |
| MO 215 | Ethics and Health Information Management | None | 3.00 |
| SC 145 | Anatomy and Physiology I | Corequisite SC 145L | 3.00 |
| SC 145L | Anatomy and Physiology I Lab | Corequisite SC 145 | 1.00 |
| SC 245 | Anatomy and Physiology II | SC 145 and SC 145L; Corequisite SC 245L | 3.00 |
| SC 245L | Anatomy and Physiology II Lab | SC 145 and SC 145L; Corequisite SC 245 | 1.00 |

REQUIRED INTERNSHIP OR RESEARCH PROJECT

4.00 credit hours are required.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|---|--|--------------|
| MC 291 | Insurance Billing and Coding Case Study Research Project | Final semester | 4.00 |
| MC 294 | Insurance Billing and Coding Internship | All didactic coursework with a program GPA of 2.00 and PD 212 | 4.00 |

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required in addition to PD 212.

| Course Number | Course Name | Prerequisite | Credit Hours |
|---------------|---|--------------|--------------|
| PD 121 | Professional Development I | None | 1.00 |
| PD 202 | Professional Development II | None | 1.00 |
| PD 212 | Medical Billing and Coding Internship Preparation | None | 0.00 |

| Distribution of Clock Hours by Course | | | | | |
|---------------------------------------|---------|-------|------------|-------------------|---------|
| Course or Category | Lecture | Lab | Internship | Total Clock Hours | Credits |
| HC 115 | 30.00 | | | 30.00 | 2.00 |
| MC 171 | 45.00 | | | 45.00 | 3.00 |
| MC 172 | 45.00 | | | 45.00 | 3.00 |
| MC 173 | 45.00 | | | 45.00 | 3.00 |
| MC 174 | 45.00 | | | 45.00 | 3.00 |
| MC 208 | 15.00 | | | 15.00 | 1.00 |
| MC 291 ▲ | 60.00 ▲ | | | 60.00 ▲ | 4.00 |
| MC 294 ▲ | | | 180.00 ▲ | 180.00 ▲ | |
| MO 110 | | 30.00 | | 30.00 | 1.00 |
| MO 111 | 30.00 | 30.00 | | 60.00 | 3.00 |
| MO 150 | 30.00 | | | 30.00 | 2.00 |
| MO 150L | | 30.00 | | 30.00 | 1.00 |
| MO 205 | 45.00 | | | 45.00 | 3.00 |

| Distribution of Clock Hours by Course | | | | | |
|--|-----------------|---------------|-------------------|--------------------------|----------------|
| Course or Category | Lecture | Lab | Internship | Total Clock Hours | Credits |
| MO 210 | 30.00 | | | 30.00 | 2.00 |
| MO 215 | 45.00 | | | 45.00 | 3.00 |
| SC 145 | 45.00 | | | 45.00 | 3.00 |
| SC 145L | | 30.00 | | 30.00 | 1.00 |
| SC 245 | 45.00 | | | 45.00 | 3.00 |
| SC 245L | | 30.00 | | 30.00 | 1.00 |
| Personal/Professional Development | 30.00 | | | 30.00 | 2.00 |
| Totals | 525.00 ▲ | 150.00 | 180.00 ▲ | 855.00 ▲ | 44.00 |

▲ Note that the student only takes one of these two courses, so the total clock hours may be less than the stated total.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/insurance-billing-and-coding-specialist>