

MEDICAL OFFICE ADMINISTRATION (MEDL)

MEDL 2350 - Medical Terminology (3 Credits)

This course introduces medical, diagnostic, symptomatic and surgical terms. Literal definitions and spelling are stressed.

Lecture: 3 hours

MEDL 2385 - International Classification of Diseases – Clinical Modification ICD-CM (1 Credit)

This course familiarizes students with the latest volume of the World Health Organization - International Classification of Diseases and Clinical Modification medical diagnostic codes in the (ICD-CM) manual. This course includes an overview of the format of the ICD-CM manual and is combined with an understanding of diagnostic coding fundamentals, medical coding conventions, and guidelines. In addition, basic medical billing concepts and practices required in phlebotomy lab practices will be introduced. This course is for PHLE students only.

Lecture: 1 hour

MEDL 2390 - Fundamentals of Medical Coding (4 Credits)

The Fundamentals of Medical Coding course is designed to introduce students to the concepts of medical diagnostic and procedural coding using the latest editions of WHO-ICD-CM, AMA CPT®, and CMS-HCPCS II medical coding manuals. The course will cover topics including the organization of each manual, how to locate and determine the respective medical codes, and how to review medical coding guidelines for accurate patient medical record documentation. HIPAA laws and regulations related to patient privacy will also be introduced.

Lecture: 4 hours

Prerequisite(s): MEDL 2350 (may be taken concurrently)

MEDL 2410 - Fundamentals of Medical Insurance Billing and Electronic Medical Records (4 Credits)

In this course, students will learn the fundamentals of Medical Billing and Electronic Medical Records. The course introduces the essential aspects of medical billing used in provider-based medical practices. This includes a review of the CMS-1500 claim form. Students will participate, complete, and prepare for the NHA CBCS (Certified Billing and Coding Specialist) online program, and prepare to take the NHA CBCS exam. The basics of Electronic Medical Records are also covered along with the fundamental aspects of EMR operations and management. Students will participate, complete, and prepare for the NHA CEHRS (Certified Electronic Health Records Specialist) online program, and prepare to take the NHA CEHRS exam.

Lecture: 4 hours, Lab: 0 hours

Prerequisite(s): MEDL 2390 (may be taken concurrently)

MEDL 2420 - Practical Applications in Professional Medical Coding (4 Credits)

This course advances the student's knowledge of the Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding (HCPC) code sets and outlines the application of the fundamentals of coding and documentation in the physician's practice. This course prepares students for the American Academy of Professional Coders CPC Certification Examination.

Lecture: 4 hours

Prerequisite(s): MEDL 2390 (may be taken concurrently) and (MEDL 2400 (may be taken concurrently) or MEDL 2385 (may be taken concurrently))

MEDL 2430 - Electronic Medical Records and Practice Management (3 Credits)

This course prepares students for employment within health care facilities. Topics include fundamentals of electronic medical records (EMR) management, integration of patient and provider information, clinical documentation, and effective office communication via an EMR system. This course will also prepare students to take the National Health Care Association's Certified Electronic Health Records (CEHRS) Assessment to become CEHRS certified.

Lecture: 3 hours

Prerequisite(s): MEDL 2385 and MEDL 2390 (may be taken concurrently)

MEDL 2910 - Medical Cooperative Work Experience

(3 Credits)

This is a planned and supervised cooperative work experience. Students are placed in a medical office during their last semester for the purpose of observing the operations and routines of that office. The opportunity to perform tasks required in a medical office is provided. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved cooperative work experience placement during weeks six through 15.

Lecture: 1 hour, Other: 13 hours

Prerequisite(s): MEDL 2360 and MEDL 2380