



# Medical Billing and Coding Career Diploma

## PROGRAM OUTLINE

The program materials will be available in the approximate order listed below.

This program will help you prepare for the **Certified Billing & Coding Specialist (CBCS) exam** offered by the National Healthcareer Association (NHA), the **Certified Professional Coder (CPC) exam** offered by AAPC (American Academy of Professional Coders), and the **Certified Coding Associate (CCA) exam** offered by the AHIMA (American Health Information Management Association).

### Introduction to Allied Health

- Lesson 1 Starting Your Program
- Lesson 2 Introduction to Allied Health

### Medical Billing Office Procedures

- Lesson 8 Basic Math in Allied Health
- Lesson 9 Basic Grammar in Allied Health
- Lesson 10 Professional Communications
- Lesson 11 Basic Word and Excel

### Terminology, Anatomy, and Physiology

- Lesson 3 Law in Allied Health
- Lesson 4 Ethics in Allied Health
- Lesson 5 Confidentiality in Allied health

### Body Systems and Medical Terminology 1

- Lesson 12 Introduction to Medical Terminology
- Lesson 13 Cardiovascular and Hematologic Systems
- Lesson 14 Respiratory and Endocrine Systems
- Lesson 15 Gastrointestinal, Urinary, and Reproductive Systems

### Medical Billing and Health Insurance

- Lesson 6 Reimbursement Methodologies
- Lesson 7 Comprehensive Health Insurance

### Body Systems and Medical Terminology 1

- Lesson 16 Integumentary and Musculoskeletal Systems
- Lesson 17 Sensory Organs and Nervous System
- Lesson 18 Immune System, HIV, and Cancer

#### The Penn Foster College Career Diploma Grading System

LESSON GRADE	LETTER	RATING
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65%, or above, is required to graduate and earn your Career Diploma.

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials, and to substitute for the items of equipment offered.

MBCOUT01-1912

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## Pathology and Pharmacology

- Lesson 19 Introduction to Pharmacology
  - Lesson 20 Pharmacology
  - Lesson 21 Introduction to Pathology
  - Lesson 22 Pathology
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## Electronic Medical Records

- Lesson 23 Electronic Health Records and Security
  - Lesson 24 Administrative and Clinical Use of the EHR
  - Lesson 25 Reimbursement and Personal Health Records
  - Lesson 26 Final Examination
  - Lesson 27 Electronic Medical Records Graded Project
  - Textbook and Simulation *The Electronic Health for the Physician's Office with SimChart for the Medical Office*
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## Basic Medical Coding

- Lesson 28 Introduction to Coding
  - Lesson 29 Diagnosis Coding with ICD-10-CM
  - Lesson 30 Specific Guidelines for Using ICD-10-CM
  - Lesson 31 Procedure Coding with ICD-10-PCS
  - Lesson 32 HIT203 Graded Project
  - Textbook *Step-by-Step Medical Coding*
  - Textbook *ICD-10-CM*
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## Intermediate Medical Coding

- Lesson 33 Introduction to CPT Coding
  - Lesson 34 Evaluation and Management and Anesthesia Coding
  - Lesson 35 Surgical CPT Coding, Part 1
  - Lesson 36 Surgical CPT Coding, Part 2
  - Lesson 37 Surgical CPT Coding, Part 3
  - Lesson 38 HIT204 Graded Project
  - Textbook *CPT*
  - Textbook *HCPCS Level II*
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## Billing and Coding Professional Certification Exam Review

- Lesson 39 Anatomy, Terminology, and Pathophysiology
  - Lesson 40 HCPCS Coding and Reimbursement Issues
  - Lesson 41 CPT Coding
  - Lesson 42 ICD-10-CM
  - Lesson 43 Post-Exam
  - Lesson 44 HIT215 Final Exam
  - Textbook *Physician Coding Exam Review*
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