

# INTERNET-BASED MEDICAL CODING AND BILLING PROGRAM

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Course Number	Course Name	Noncredit Tuition
BIO 101	Essentials of Anatomy & Physiology	\$155
BIO 201	Human Diseases	\$155
CIS 101	Computer Skills for the Workplace	\$69
HIM 101	Medical Terminology	\$155
HIM 201	Essentials of Pharmacology	\$155
HIM 301	Introduction to Health Information Management	\$155
HIM 401	ICD-9-CM and CPT/HCPCS Coding	\$299
HIM 501	Insurance and Reimbursement	\$155
HIM 601	Health Data Management	\$155
HIM 701	Electronic Health Record	\$155
HIM 801	Coding and Reimbursement Internship	\$299
Total Noncredit Tuition Costs:		\$1907

Alfred State College's Internet-based **Medical Coding and Billing Program** is an open-enrollment noncredit academic program that prepares graduates for entry-level coding and billing positions in a variety of health care facilities, health insurance companies, state departments of health, and more. All courses are offered entirely online, except for the optional Coding and Reimbursement Internship which can be completed on-site at an acute care hospital or physician's office or online as a simulated professional practice experience.

A **medical coding and billing specialist** acquires a working knowledge of coding systems (e.g., CPT, HCPCS level II, and ICD-9-CM), coding principles and rules, government regulations, and third-party payer requirements to ensure that all diagnoses (conditions), services (e.g., office visit), and procedures (e.g., surgery, x-rays) documented in patient records are coded accurately for reimbursement, research, and statistical purposes. Excellent interpersonal skills are required of coding specialists because they communicate with providers about documentation and compliance issues related to the appropriate assignment of diagnosis and procedure/service codes.

## Registering for Open Enrollment Online Noncredit Courses

- Contact [ccet@alfredstate.edu](mailto:ccet@alfredstate.edu) or (607) 587-4544 to register for noncredit courses, which are taught by qualified faculty (including faculty who teach the College's credit-based coding and health information technology courses).
- Students begin class the Monday after they receive their textbooks by ordering them from <http://bookstore.mbsdirect.net/alfredstate.htm>.

Tuition for each noncredit course is \$155, plus the cost of textbooks (with the exception of the Computer Skills for the Workplace course, which is \$69, and the combination ICD-9-CM and CPT/HCPCS Coding course and Medical Coding and Billing Internship course, which are \$299 each). Total noncredit tuition costs are \$1907, plus textbooks.

Most students register for one course at a time because each noncredit online course is offered on an open enrollment basis, which means classes begin each Monday and continue for a maximum 17 weeks. Students are permitted to complete any course in less than the allowed 17 weeks, which means they are ready to register for and begin the next course in sequence the following Monday. (Refer to the **Course Descriptions** of each course below for noncredit course prerequisite information.)

Students who wish to complete the noncredit courses on a part-time basis may do so by registering for an open semester of noncredit courses, as follows:

Open Semester 1	Open Semester 2	Open Semester 3	Open Semester 4	Open Semester 5	Open Semester 6
BIO 101	HIM 101	BIO 201	HIM 401	HIM 501	HIM 801
CIS 101	HIM 201	HIM 301	HIM 601	HIM 701	

Students who wish to complete the noncredit courses on a full-time basis (comparable to a 15-credit semester schedule) may do so by registering for an open semester of noncredit courses, as follows:

Open Semester 1	Open Semester 2	Open Semester 3
BIO 101	BIO 201	HIM 501
CIS 101	HIM 401	HIM 701
HIM 101	HIM 601	HIM 801
HIM 201		
HIM 301		

## Completing Noncredit Courses Online

The **Medical Coding and Billing Program** is facilitated by a qualified instructor, which means that students are provided with a schedule of due dates for completing and submitting exams, and questions about course material that are posted by students in the Discussion Board are answered by the instructor.

The noncredit online courses are self-paced from the standpoint that students are permitted to complete assignments and exams within a maximum of 17 weeks. Students are allowed to complete any online noncredit course in less than 17 weeks (e.g., unemployed students, part-time students). Successful completion of any noncredit online course requires students to be self-motivated and independent learners who are able to organize their time and follow through on course requirements.

The time commitment for one noncredit online course is estimated at 12 hours per week for 17 weeks. Some students will not require 12 hours of study per week, while others will require more hours of study.

Students who do not successfully complete noncredit courses within the allowed 17 weeks are permitted to repeat the course by re-registering for the course(s) and paying the noncredit tuition.

**Each Medical Coding and Billing noncredit course is assigned a dedicated instructor, which means students receive clarification about course material throughout each course. This approach serves to facilitate student understanding of course content as each student progresses through the program.**

Upon successful completion of the Medical Coding and Billing Program, graduates are eligible to take AHIMA's Certified Coding Associate (CCA) or the AAPC's CPC-A or CPC-H-A certification exams. Alfred State College also provides access to an online noncredit Coding ExamPrep, and there is no registration fee for graduates of our Medical Coding and Billing Program. The Coding ExamPrep is more self-paced than other noncredit

courses, and students are encouraged to post questions about confusing content in Discussion Boards that are answered by other students and College faculty who login to the course on a weekly basis.

## Medical Coding and Billing Program Course Descriptions

**BIO 101 - ESSENTIALS OF ANATOMY & PHYSIOLOGY** - A non-credit, Internet-based course that covers all basic information necessary for a general understanding of the structure and function of the human body. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatics, immunity, human development and birth, and human genetics. Body systems covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive. (This course meets AHIMA's Anatomy & Physiology requirement for their Coding Basics program.) Prerequisite: NONE. Offered as open enrollment.

**BIO 201 - HUMAN DISEASES** - A noncredit, Internet-based course that focuses on common diseases associated with each organ and body system. The course emphasizes the etiology (cause), signs and symptoms, diagnostic tests, treatment, and outcomes of disease. Prerequisites: BIO 101, HIM 101, and HIM 201. Offered as open enrollment.

**CIS 101 - COMPUTER SKILLS FOR THE WORKPLACE** - A noncredit Internet-based course that provides students with a working knowledge of e-mail, spreadsheet, database, word processing computer skills. This course is designed to provide fundamental computer competencies needed to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. The focus will be on practical software applications most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy critical to the success of any organization. (Registration for this course is completed on [www.ed2go.com/alfred](http://www.ed2go.com/alfred).) Prerequisite: NONE. Offered monthly.

**HIM 101 - MEDICAL TERMINOLOGY** - A non-credit Internet-based course that covers the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. Systems studied include integumentary, musculoskeletal, nervous, sensory organs, endocrine, cardiovascular, respiratory, reproductive, genitourinary, and digestive. Units on psychiatry and pharmacology are also covered. Prerequisite: NONE. Offered as open enrollment.

**HIM 201 - ESSENTIALS OF PHARMACOLOGY** - A non-credit Internet-based course that covers basic concepts and terminology associated with the structure, function, interaction, and administration of medications. Students will identify diseases associated with certain medications as well as medications that would be prescribed for certain diseases. Prerequisite: HIM 101. Offered as open enrollment.

**HIM 301 - INTRODUCTION TO HEALTH INFORMATION MANAGEMENT** - A non-credit, Internet-based course that covers health information management practices in the hospital and physician's office. Emphasis is placed on the health information management profession; hospital and medical staff organization; patient record content; procedures in filing, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; and regulatory and accrediting agencies. Prerequisite: HIM 201. Offered as open enrollment.

**HIM 401 - ICD-9-CM, CPT AND HCPCS LEVEL II CODING** - A noncredit, Internet-based course that covers the study of the purpose and use of the ICD-9-CM, CPT, and HCPCS level II coding systems. Topics include ICD coding conventions, coding principles, and CMS official coding guidelines (inpatient and outpatient); CPT and HCPCS level II coding guidelines; and the National Correct Coding Initiative. Students will be required to use coding manuals and computerized encoders to assign ICD-9-CM, CPT, and HCPCS level II codes to coding statements, case studies, and patient records. An overview of reimbursement systems and an introduction to ICD-10 are also covered. Prerequisite: HIM 301. Offered as open enrollment.

**HIM 501 - INSURANCE AND REIMBURSEMENT** - A non-credit, Internet-based course that covers the principles and practice of insurance and reimbursement processing, including includes linking diagnoses and procedures/services codes for medical necessity. CMS-1450 (UB-04) claims will be completed for inpatient and outpatient encounters, and CMS-1500 claims will be completed for physician office encounters. Students will review inpatient and outpatient cases to identify issues of fraud and abuse, interpret source documents (e.g., remittance advice), and complete application-based assignments to learn the characteristics of each reimbursement methodology (e.g., DRGs, APCs, and so on). Prerequisite: HIM 401. Offered as open enrollment.

**HIM 601 – HEALTH DATA MANAGEMENT** - A lecture and lab-based course that covers the collection and use of health data in hospitals and government agencies. Emphasis will be placed on the functions of birth and death registration, service assignment, commonly computed healthcare rates and percentages, analysis of health data, and design formats

for presentation of health data to medical staff and hospital administrative committees. Students will use computer applications (e.g. Excel) for descriptive data display. Prerequisite: HIM 1114. Offered as open enrollment.

**HIM 701 – ELECTRONIC HEALTH RECORD** - A lecture and lab-based course that covers the study of new trends in management and processing of health information with emphasis on the electronic health record (EHR). This course covers the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the healthcare environment. The course explores implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care setting to include acute care, long term care, and mental health care. Legal issues created by implementation of the EHR will be explored. This capstone course should be taken in the student's last semester of study. Prerequisite: HIM 601. Offered as open enrollment.

**HIM 801 - CODING AND REIMBURSEMENT INTERNSHIP** - A capstone nonpaid supervised professional practice experience that is completed as the final noncredit course at the coding and billing departments of an acute care hospital. Students assign ICD, CPT, and HCPCS level II codes to inpatient, outpatient, and emergency department records. Students will also rotate through the hospital's billing department (and other related departments) to learn chargemaster and revenue cycle management. This professional practice experience consists of 200 hours, which can be completed on a full-time basis (40 hours/week for five weeks) or on a part-time basis over an extended period of time (e.g., 20 hours/week for 10 weeks). Prerequisite: HIM 701. Offered as open enrollment.