



# VISTA COLLEGE ONLINE CAMPUS

YOUR PATH TO A BETTER LIFE STARTS WITH ONLINE CAREER TRAINING AT HOME

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL INSURANCE BILLING AND CODING ONLINE

The online Associate of Applied Science Degree in Medical Insurance Billing and Coding is designed to provide instruction in the basic concepts and procedures necessary to perform the tasks associated with filling out health insurance forms, coding medical practice procedures, and medical terminology. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's medical environment. Students will learn to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing. Program objectives include: (1) competency in using practices that ensure health information is accurate and complete, (2) displaying proficiency in the administration and the use of health information systems and software applications, and (3) expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare. Graduates from the program may seek employment in hospitals, urgent-care facilities, clinics, insurance companies, home healthcare agencies, and pharmaceutical companies. The program prepares individuals to work as medical insurance billing and coding technicians. Upon completion of the program, an Associate of Applied Science degree is awarded.

### COURSE DETAILS

COURSE NO.	COURSE TITLE	THEORY HRS.	LAB HRS.	QUARTER CREDIT HRS.
HITT 1450-O	Medical Terminology	45	0	4.5
HITT 1451-O	Medical Billing and Insurance	40	15	4.5
HPRS 2450-O	Electronic Health Records	45	0	4.5
MDCA 1450-O	Anatomy and Physiology -Structural	45	0	4.5
MDCA 1451-O	Anatomy and Physiology - Internal	45	0	4.5
POFM 1450-O	ICD Guidelines and Applications*	45	0	4.5
POFM 1451-O	ICD Coding*	45	0	4.5
POFM 2452-O	ICD Coding Applications*	35	25	4.5
POFM 1453-O	CPT Coding*	45	0	4.5
POFM 2454-O	CPT Coding Applications*	35	25	4.5
POFM 1455-O	CPT Surgical Coding*	35	20	4.5
POFM 2458-O	Comprehensive Coding*	25	40	4.5
POFM 2459-O	Capstone Review*	25	40	4.5
POFT 1450-O	Professional Strategies	45	0	4.5
POFT 4451-O	Career Strategies	45	0	4.5
GENERAL EDUCATION COURSES				
COSC 1451-O	Computer Science	45	0	4.5
ENGL 1451-O	English Composition I	45	0	4.5
MATH 2451-O	Contemporary Mathematics	45	0	4.5
PSYC 2451-O	General Psychology	45	0	4.5
SPCH 2451-O	Speech Communication	45	0	4.5
<b>TOTAL</b>		<b>825</b>	<b>165</b>	<b>90.0</b>

**TOTAL CLOCK HOURS: 990**

**ESTIMATED COMPLETION TIME: 100 weeks**

\* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.



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## **COURSE DESCRIPTIONS**

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### **HITT 1450-O MEDICAL TERMINOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on learning basic medical terminology through the study of root words, prefixes, and suffixes. Emphasis is placed on correct pronunciation, correct spelling, and the correct use of medical terms.

### **HITT 1451-O MEDICAL BILLING AND INSURANCE**

**CONTACT HOURS: THEORY - 40 LAB - 15 (55 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the tasks and the responsibilities of the medical biller and includes types of insurance, Medicare, Medicaid, worker's compensation, and private insurance. Emphasis is placed on HIPAA, coding ethics, abuse, and fraud as they relate to medical billers.

### **HPRS 2450-O ELECTRONIC HEALTH RECORDS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the systems and processes for collecting, maintaining, and disseminating health-related information. Emphasis is on accurate maintaining of health records, documentation requirements, registries, indices, licensing, and regulatory agencies.

### **MDCA 1450-O ANATOMY AND PHYSIOLOGY - STRUCTURAL**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the study of anatomy and the function of systems that support the structure of the human body. Emphasis is on the skeletal and integumentary systems.

### **MDCA 1451-O ANATOMY AND PHYSIOLOGY - INTERNAL**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the internal anatomy and the functions of the human body. Emphasis is placed

on the cardiovascular and respiratory systems.

**POFM 1450-O ICD GUIDELINES AND APPLICATIONS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O**

This course focuses on the current ICD coding system with emphasis on the use of the ICD Coding Manual, coding conventions, and guidelines. Emphasis is placed on abbreviations, symbols, and the various types of instructional notes used in coding.

**POFM 1451-O ICD CODING**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1450-O**

This course focuses on expanded coding guidelines and the practice and application of coding protocols. Emphasis is placed on the demonstration of diagnosis coding.

**POFM 2452-O ICD CODING APPLICATIONS**

**CONTACT HOURS: THEORY - 35 LAB - 25 (60 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1451-O**

This course focuses on completing applications that provide coding practice. Emphasis is placed on applying coding rules accurately.

**POFM 1453-O CPT CODING**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: HITT 1450-O, HITT 1451-O, MDCA 1450-O, MDCA 1451-O**

This course focuses on using the CPT and the HCPCS manuals for billing outpatient services. Emphasis is placed on procedural coding.

**POFM 2454-O CPT CODING APPLICATIONS**

**CONTACT HOURS: THEORY - 35 LAB - 25 (60 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1453-O**

This course focuses on the application of procedural coding for outpatient billing services. Emphasis is placed on accuracy and ethical coding.

**POFM 1455-O CPT SURGICAL CODING**

**CONTACT HOURS: THEORY - 35 LAB - 20 (55 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 2454-O**

This course focuses on outpatient coding for surgical procedures specific to each body system. Emphasis is placed on coding guidelines and extensive coding practice.

**POFM 2458-O COMPREHENSIVE CODING**

**CONTACT HOURS: THEORY - 25 LAB - 40 (65 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 1455-O, POFM 2452-O**

This course focuses on utilizing all coding manuals. Emphasis is placed on coding practice and a review of coding ethics, fraud and abuse, and HIPAA regulations.

**POFM 2459-O CAPSTONE REVIEW**

**CONTACT HOURS: THEORY - 25 LAB - 40 (65 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: POFM 2458-O**

This course contains a comprehensive review of the roles and the responsibilities of a medical insurance billing and coding professional in order to prepare students for their certification exam. Emphasis is placed on demonstrating competency related to ICD, CPT/HCPCS, and surgical coding.

**POFT 1450-O PROFESSIONAL STRATEGIES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the skills required to be successful in college and in your career. Emphasis is on time management, goal setting, and research techniques.

**POFT 4451-O CAREER STRATEGIES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on career planning and job searching. Emphasis is on writing effective resumes, sources of job leads, techniques for successful interviewing, and the follow-up process.

**GENERAL EDUCATION COURSES**

**COSC 1451-O COMPUTER SCIENCE**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on various information and communication technologies. Emphasis is placed on how information systems are used to solve problems.

**ENGL 1451-O ENGLISH COMPOSITION I**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on developing written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional

applications.

**MATH 2451-O CONTEMPORARY MATHEMATICS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics.

**PSYC 2451-O GENERAL PSYCHOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human behavior. Emphasis is placed on biological foundations, the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**SPCH 2451-O SPEECH COMMUNICATIONS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.