

HEALTH INFORMATION MANAGEMENT

One of the rapidly growing fields in health care today is medical billing and coding. As a result, there is a greater need for competent professionals. Lehman College offers career-oriented individuals four certificate programs designed to prepare them for this challenging field.

Admission Requirements: Students must have a high school diploma or GED and have completed EDP 07 (see page 8) or have basic computer skills. Students who do not meet the requirements may be required to take appropriate course(s).

PHYSICIANS' OFFICE BILLING

Physicians' Office Billing offers the basic skills needed to solve billing problems; how to file claims; complete common insurance forms; trace delinquent claims; appeal denied claims; and use generic forms to streamline billing procedures for physician services in doctors' offices, clinics and other medical facilities.

Required Courses

- MRP 80 Medical Terminology/Anatomy and Physiology I (see page 18)
- MRP 64 Medical Billing: Inpatient, Outpatient and Physicians' Offices (see page 19)
- MRP 65 Computerized Medical Billing (see page 19)
- MRP 50 Medical/Surgical Office Procedures (see page 19)

FREE CAREER SEMINARS

Physicians' Office Billing,
Medical Record Coder/
Technician
Hospital Billing and Coding

Saturday, August 29

10:00 a.m.-12:00 p.m.

and

Tuesday, September 1

6:30 p.m.-8:00 p.m.

at Lehman College, Carman Hall 129

For more information, call (718) 960-8512

- MEDICAL RECORD TECHNICIAN
- MEDICAL RECORD CODER
- HOSPITAL BILLING AND CODING

Hospital Billing and Coding is a comprehensive program that provides students with the skills necessary to navigate the complexities of coding methodologies as they relate to inpatient and outpatient hospital billing and coding. The program is further enhanced by an internship in ICD-9-CM coding. Key topics include how to manually file claims; trace delinquent claims; appeal denied claims; monitor compliance with regulations; and to extract coding information from the medical record. Students may apply for a combined certificate in **Hospital Billing and Coding** OR a certificate in **Medical Record Coder** or **Medical Record Technician**.

Students in this program become proficient in both ICD-9-CM and CPT-4 coding. The program offers preparation for the CCA and CPC exams after obtaining two-three years of work experience. In addition, students could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder – Hospital Exam (CPC-H); the American Health Information Management Association (AHIMA) Certified Coding Specialists (CCS) exam; and/or other National Certification Exams after a recommended six months to two years of work experience.

NOTE: CORE requirements cannot be waived.

Medical Record Technician

Required Courses

- MRP 80 Medical Terminology/Anatomy and Physiology I (see page 18)
- MRP 81 Medical Terminology/Anatomy and Physiology II (see page 18)
- MRP 18 Medical Record Science (see page 18)

Medical Record Coder

Required Courses

- MRP 80 Medical Terminology/Anatomy and Physiology I (see page 18)
- MRP 81 Medical Terminology/Anatomy and Physiology II (see page 18)
- MRP 18 Medical Record Science (see page 18)
- MRP 90 Human Diseases (see page 18) (CORE)
- MRP 09 ICD-9-CM Coding (see page 18) (CORE)
- MRP 15 Coding for Physician Services: CPT-4 HCPCS LEVEL 2 (see page 19) (CORE)
- MRP 14 Coding Internship (see page 18) (CORE)

Hospital Billing and Coding

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- MRP 64 Medical Billing: Inpatient, Outpatient and Physicians' Offices (see page 19) (CORE)
- MRP 65 Computerized Medical Billing (see page 19)

Medical Terminology/Anatomy and Physiology I

MRP 80/\$260

Prepares those with no medical background to understand the language used by physicians and other medical professionals. The presentation of anatomy, physiology and pathology is organized by body systems and requires the memorization of prefixes, roots and suffixes and their meanings, enabling the student to analyze and understand the terminology applied to the anatomy, physiology and diseases of the human body, reproductive and urinary systems. Clinical procedures, laboratory tests and abbreviations related to each body system are explained to give the student comprehensive understanding. *Textbook must be brought to first class.* 3 CEU

CC Sec. 1: Mon., 6:30 p.m.-9:00 p.m., Sept. 21-Dec. 7 (no classes Sept. 28, Oct. 12) (10 sessions)

LC * Sec. 2: Sat., 9:30 a.m.-12:00 p.m., Sept. 26-Dec. 5 (no class Nov. 26) (10 sessions)

*2 sessions to be held at CUNY on the Concourse, 2501 Grand Concourse, 3rd floor.

Medical Terminology/Anatomy and Physiology II

MRP 81/\$370

This course, a continuation of MRP 80, expands the student's knowledge of anatomy, physiology, diseases, medical terms and abbreviations pertaining to the following body systems: digestive; musculoskeletal; nervous; respiratory; cardiovascular; hemic and lymphatic; endocrine; skin and sense organs. (Prerequisite: MRP 80) *Textbook must be brought to first class.* 4.7 CEU

LC Sec. 1: Thurs., 6:30 p.m.-9:30 p.m., Sept. 17-Dec. 17 (no classes Oct. 22, Nov. 26) (12 sessions)

LC Sec. 2: Sat., 9:30 a.m.-12:30 p.m., Sept. 19-Dec. 12 (no class Nov. 28) (12 sessions)

Medical Record Science (CORE)

MRP 18/\$350

This course introduces health record content and assembly, numbering, indexing and filing systems, record maintenance and control. It includes medico-legal requirements (HIPAA) and data abstracting of medical records for health information transmissions (statistics, research and medical correspondence) as well as an understanding of various types of medical records. This knowledge is essential to those planning to work in any health care setting. (Prerequisites: MRP 80. Corequisite: MRP 81.) 3.6 CEU

LC Wed., 6:30 p.m.-9:30 p.m., Sept. 16-Nov. 25 (no class Oct. 14) (11 sessions) Paul Gaudio, RHIA, Director, Health Information Management, Norwalk Hospital.

ICD-9-CM Coding (CORE)

MRP 10/ PART 1: \$315

MRP 11/ PART 2: \$275

For those who wish to become ICD-9-CM coders but who have little or no experience or training in this coding system. The areas of study are coding of uncomplicated diseases and surgical procedures; surgical identification and coding of complications and comorbidities for data reporting and reimbursement purposes. NOTE: Parts 1 and 2 must be completed in the same semester for course credit. (Prerequisites: MRP 80, MRP 81, MRP 90.) *Textbook must be brought to first class.* 6.9 CEU

LC PART 1: Mon./Thurs., 7:00 p.m.-9:30 p.m., Sept. 24-Nov. 9 (no classes Sept. 28, Oct. 12) (12 sessions) Frank Meliota, CCS, CCS-P, CTR, supervising medical records specialist, Jacobi Medical Center.

LC PART 2: Mon./Thurs., 7:00 p.m.-9:30 p.m., Nov. 12-Dec. 21 (no class Nov. 26) (11 sessions) Frank Meliota, CCS, CCS-P, CTR, supervising medical records specialist, Jacobi Medical Center.

Human Diseases (CORE)

MRP 90/\$280

This intensive medical science course is designed for individuals who are currently working in or planning to work in medical records coding and medical billing. Students learn about healthy human body systems and how the disease process affects the functioning of these systems. Biology, disease symptoms, pathology and treatment methods are covered. (Prerequisites: MRP 80, MRP 81.) *Textbook must be brought to first class.* 3.0 CEU

LC Fri., 7:00 p.m.-9:30 p.m., Sept. 25-Dec. 4 (no class Nov. 27) (10 sessions) Joseph A. Fedrick, M.D., Ph.D., C.T.R.

Coding Internship (CORE)

MRP 14/\$395*

Offers hands-on training with Encoder (computer) and experience in coding ICD-9-CM using current medical records in a hospital setting. Includes an introduction to DRGs and sequencing of multiple diagnoses and procedures for reimbursement. **Enrollment limited:** Students enrolled in the Hospital Biller and Coder Certificate Program are given priority. (Prerequisites: MRP 18, MRP 80, MRP 81, MRP 90, MRP 09 or completion of RHIT program. **Registration deadline:** Aug. 13 (sec. 1) or Oct. 1 (sec. 2). *Health clearance is required prior to the start of the internship. The hospitals require that each student complete the following forms: physical examination, immunization and personnel. For further information, call (718)960-8512.* 4.6 CEU

Sec. 1: Tues./Thurs, 6:30 p.m.-9:40 p.m., Aug. 27-Oct. 8 (12 sessions) Frank Meliota, CCS, CCS-P, CTR, supervising medical records specialist, Jacobi Medical Center.

Sec. 2: Tues./Thurs, 6:30 p.m.-9:40 p.m., Oct. 13-Nov. 19 (12 sessions) Luz Ruiz, CCS, Jacobi Medical Center.

To be held in a hospital medical record department.

* Tuition includes internship site insurance.



Coding for Physician Services: CPT-4 and HCPCS LEVEL 2 (CORE) MRP 15/\$340

This course provides the skills necessary to code procedures for physicians' services rendered in all health care settings: physicians' offices; hospitals; nursing homes; emergency rooms; clinics; interventional radiology; etc., utilizing the latest CPT methodology and text. It is essential for all physician billing. Also included is a general overview on updated requirements for reporting professional services via HCPCS LEVEL 2 and MODIFIERS for the Federal Government as well as general diagnostic coding for insurance companies and other third-party payers for claims processing. (Prerequisites: MRP 80, MRP 81. Suggested corequisite: MRP 90.) *Textbook must be brought to first class.* 3.6 CEU

LC Sat., 9:30 a.m.-12:00 p.m., Sept. 12-Dec. 19 (no classes Sept. 19, Nov. 28) (13 sessions) Junior Walcott, RHIA.

Medical Billing: Inpatient, Outpatient and Physicians' Offices (CORE) MRP 64/\$370

This course provides the professional and technical skills required to confidently complete and prepare all billing forms for inpatient confinements, outpatient treatment and physicians' services. Students gain practical knowledge of registration procedures and insurance information. Reimbursement practices are defined to include DRGs (Diagnostic Related Groups), fee-for-service, negotiated rates, bundled rates, etc.

Instruction is in compliance with Federal and State regulations employed by Medicare, Medicaid, other third party insurers, managed care/HMOs, to include no fault, Workers' Compensation and self payers. Collection, follow-up and audit procedures to conduct analytical review of all claims for optimal reimbursement are studied. The course also covers emergency room, ambulatory surgery and physician billing utilizing the HCFA 1500 and UB92 claim forms with the use of ICD-9-CM and CPT-4. *Textbook must be brought to first class.* (No prerequisite.) 4.0 CEU

LC Wed., 6:45 p.m.-9:45 p.m., Sept. 16-Dec. 16 (no classes Oct. 14, Nov. 25) (12 sessions) Roy Lim, Billing manager.

Computerized Medical Billing MRP 65/\$280

This course, featuring the Medical Manager program, provides the skills necessary to perform patient and insurance billing, electronic claims submission, and payment reconciliation. Instructor-supervised practice is included. **Enrollment limited:** one student per PC. (Prerequisites: MRP 64 and basic hands-on computer experience.) *Textbook and 3 1/2 inch HD diskette must be brought to first class.* 3.3 CEU

LC Sat., 9:00 a.m.-11:30 a.m., Sept. 26-Dec. 12 (no class Nov. 28) (11 sessions) Traci Ann Campbell

Medical / Surgical Office Procedures MRP 50/\$280

This course provides instruction in medical/surgical office procedures: front desk management; initiating and maintaining medical records; patient scheduling; surgical booking and pre-certification; reviewing patient demographics and insurance; managed care contracts and HMO referrals processing; introduction to claims processing to insurance companies, including billing, posting, claims submission, bank deposits and follow-up on insurance payments. (No prerequisite.) 3.3 CEU

LC Tues., 7:00 p.m.-9:30 p.m., Sept. 22-Dec. 8 (no class Sept. 29) (11 sessions) Madeline Mirabal, CPC, billing manager, Neurosurgery Dept., Montefiore Medical Center.

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