

WITHLACOOCHEE TECHNICAL COLLEGE

Medical Coder/Biller

2022 – 2023 Syllabus

Instructor: Theresa Godwin

Program Description

Medical coding and billing is the process of identifying diagnoses, medical tests, treatments, and procedures found in clinical documentation and then transcribing this patient data into standardized codes to bill government and commercial payers for physician reimbursement.

State Curriculum Frameworks

Detailed information about the program's standards can be found at the Florida Department of Education website. The link below will access the curriculum frameworks for this program:

[Medical Coder/Biller](#)

Learning Activities

Diagnostic Coding, Procedural Coding, Billing and Coding Application, Medical Terminology, Electronic Health Records, Insurance, and Records Management are performed in simulated environments to replicate workplace scenarios.

Physical Requirements

You will be required to sit at a computer for 6.25 hours a day.

Instructor Contact Information

Email: godwint@citruschools.org

Phone: 352-726-2430 Ext. 4346

Dress Code

The dress code for the program is maroon/ wine-colored scrubs and closed toed shoes (for example: tennis shoes, Crocs). On Friday, jeans may be worn with the class shirt ONLY (will be specified).

Attendance

Attendance is an integral part of learning. If you are not here it is hard to be successful. Students are required to treat this class as they would a job. If you will be absent, you are required to "call in" just as you would if you were missing a day of work. Failure to do so will affect your employability grade. Employability/Attendance is worth 30% of your grade (see WTC Student Handbook regarding attendance).

Discipline

Cell phone use is prohibited in class. All phones will be off or silenced and placed in the wall bag. If there are any extenuating circumstances, please speak with instructor. Computer usage is reserved for work that is school related only! Please refer to the WTC Student Handbook regarding all other aspects of discipline.

How You Are Evaluated

- Classwork 20%
- Evaluation Tests and Assignments 50%
- Attendance/Employability Skills 30%

Program Progress

All standards must be met to complete the program. Students do not progress at the same pace. There are minimum pacing requirements in order to complete this program on time and prepare for certification exams.

How You Are Graded

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
Below 60	F

Background Checks

Be aware that working in the medical field, you will be subject to a Level II background screening. If you have indiscretions that could possibly be questioned or eliminate your eligibility to work in the field, please see instructor to discuss.

Certifications

[Certified Billing and Coding Specialist \(CBCS\)](#) certified through the National Healthcare Association.

Housekeeping

All students are expected to keep their desk and surrounding areas clean. This also applies to any student common areas as well. Make sure to push your chairs in when you leave them to keep your area safe from tripping etc. There is no eating or drinking allowed in the lab area.

Florida Department of Education Occupational Completion Points

OCP	Course Number	Course Title	Length	SOC Code
A	HIM0009	Introduction to Health Information Technology	90 hours	29-2099
B	HIM0091	Medical Coder/Biller I	350 hours	29-2071
	HIM0092	Medical Coder/Biller II	350 hours	
	HIM0093	Medical Coder/Biller III	320 hours	

Remote Learning

This program is taught face-to-face on campus, however, there may be times when remote learning is necessary. During such times, students need access to an internet connection and sufficient technology in order to access the program's online learning modules.