UTAH SYSTEM OF HIGHER EDUCATION

Utah System of Higher Education
Medical Coding and Billing
FY2028 / 21 Credits (630 Clock-Hours)

Foundational Courses

TEMC 1051 Medical Insurance Billing I **2 Credits / 60 Clock-Hours**

The Medical Insurance Billing I course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations, and guidelines.

Objectives:
• Identify the background and importance of accurate insurance claims submissions, coding, and billing.
• Differentiate between professional ethics and medical etiquette.
• Identify instances when an employer, an employee or independent contractor can be liable when billing for medical services.
• Demonstrate understanding of Privacy, Security and HIPAA in a healthcare setting.
• Explain Medical Necessity as it relates to correct coding.
• Recognize various health Insurance models and explain best practices and tools for ensuring accurate and timely submission of medical claims for payment.
• Explain the impact of coding compliance, clinical documentation improvement (CDI), and coding for necessity.

TEMC 1060 Medical Insurance Billing II **3 Credits / 90 Clock-Hours**

The Medical Insurance Billing II course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations, and guidelines. After successful completion of Medical Billing and Collections I and II the student will be able to apply correct billing concepts and demonstrate understanding of the medical claim life cycle.

Objectives:
• Explain Insurance carrier processing and payment received.
• Identify major health insurance models and payers.
• Construct a claim form.
• Explain information about major insurance Programs and federal health care legislation.
• Identify revenue cycle management concepts.
• Recognize hospital facility billing concepts and reimbursement methodology.

TEMC 1070 Medical Office Software **2 Credits / 60 Clock-Hours**

The Medical Office Software course is designed to provide the student with hands on experience using practice management software comparable to the software used in medical offices today and basic knowledge of electronic health records (EHR).

Objectives:
• Identify the purpose for using a medical practice management system, and how legislation affects health information technology and medical practice management programs.
• Demonstrate how to use the administrative functions of a medical practice management software program.
• Demonstrate how to use the financial functions of a medical practice management software program.

TEMC 1110 Coding I **3 Credits / 90 Clock-Hours**

The Coding I course is designed to introduce students to the business side of medicine in the outpatient setting and provide the student with the skill and knowledge necessary to analyze and extract key information from the medical record to assign ICD-10-CM codes. This course also covers a detailed explanation of ICD-10-CM coding guidelines.

Objectives:
• Demonstrate correct code assignment using coding guidelines.
• Identify the correct diagnostic code (characters), using the guidelines, alphabetic index, and tabular list.
• Differentiate the information from patient chart notes and surgical notes to identify the diagnostic term(s).
• Select the correct coding sequence for billing purposes.
• Demonstrate understanding of the business side of medicine in the outpatient setting.

TEMC 1121 Coding II **3 Credits / 90 Clock-Hours**

The Coding II course is a continuation of Coding I. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

Objectives:
• Describe key components and common pathologies of the skin, hair, nails, and breasts.
• Analyze procedures and surgeries as they relate to the skin, hair, nails, and breasts.
• Describe the components and common pathologies of the musculoskeletal system.
• Analyze orthopedic surgeries and how they relate to pathological conditions.
• Describe basic anatomy and functions of the respiratory system.
• Review diagnoses common to the respiratory system.
• Identify HCPCS Level II codes and guidelines as they apply to the respiratory system, the hemic and lymphatic systems, and the mediastinum and diaphragm.
• Demonstrate appropriate use of modifiers.

TEMC 1131 Coding III **3 Credits / 90 Clock-Hours**

The Coding III course is a continuation of Coding II. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

Objectives:
• Define key terms and common pathologies related to the cardiovascular system.
• Analyze cardiovascular procedures and surgeries, and where in CPT to locate relevant codes.
• Define and understand key terms and procedures associated with the digestive tract.
• Describe anatomy associated with procedures performed on the digestive tract.
• Describe basic anatomy and functions of the hemic and lymphatic systems, and the mediastinum and diaphragm.
• Review diagnoses common to the hemic and lymphatic systems, and the mediastinum and diaphragm.
• Assign appropriate CPT surgery codes from the digestive subsection.
• Describe the anatomy and function of the urinary reproductive systems.
• Demonstrate appropriate use of modifiers.
• Explain ICD-10-CM and HCPCS Level II codes and coding guidelines as they apply to the systems covered in this course.

TEMC 1140 Coding IV **3 Credits / 90 Clock-Hours**

The Coding IV course is a continuation of Coding III. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers, and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

Objectives:
• Identify anatomical concepts important to understand the endocrine and nervous systems.
• Analyze eye surgeries and ear surgeries and how they relate to the most common pathologies.
• Interpret anesthesia coding guidelines and determine when other services may be billed in conjunction with anesthesia.
• Describe anatomical planes, anatomical directions, and positioning in radiology.
• Define key terms associated with radiology and describe the use and coding of contrast material.
• Define terms and concepts specific to pathology and laboratory coding.
• Analyze Evaluation and Management services and differentiate between a new patient and an established patient. Abstract a provider's note to determine the correct level of service.
• Discuss diverse noninvasive or minimally invasive diagnostic and therapeutic services covering multiple specialties.

TEMC 1900 Coding Certification Exam Prep **2 Credits / 60 Clock-Hours**

The Coding Certification Exam Prep course prepares students to sit for a national coding certification. This comprehensive course covers all of the necessary information and skills required to pass the exam and become a certified medical coder. The course also includes practical exercises and mock exams to help students develop the coding skills and confidence needed to pass the exam.

Objectives:
• Explore the pre-review exam.
• Identify the elements of ICD-10 - CM, CPT, and HCPCS.
• Define relevant medical terminology and anatomy.
• Explain how to schedule an exam and maintain credentials

Supplemental Courses Varies by Institution

Mountainland

TEMC 1020 Introduction to Medical Coding and Billing **1 Credit / 30 Clock-Hours**

The Introduction to Medical Coding and Billing course starts with a new student orientation and an outline of the Medical Coding and Billing course and program policies. Students complete assignments in Word and Excel that are essential for the workplace. Students create a cover letter and current resume.

Objectives:
• Review and acknowledge Mountainland Technical College (MTECH) and classroom policies.
• Demonstrate how to use Canvas and MTECH Student Portal.
• Attach and upload files to a USB or Google Storage.
• Demonstrate basic skills of formatting text, copy, cut, adjust line spacing, spell check, find and replace option and printing in Word.
• Demonstrate basic skills of formatting cells, sorting columns, use the sum, average and find function in Excel.
• Search for online employment opportunities and understand the skills and knowledge required for employment.
• Produce a cover letter and resume.

TEMC 1230 Medical Terminology and Anatomy I **3 Credits / 90 Clock-Hours**

This course will introduce students to important word parts such as roots, prefixes and suffixes that provide a foundation for learning medical terms. This course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures, treatments and Pharmacology. Medical Terminology and Anatomy I covers the Integumentary, Muscular, Skeletal, Digestive, Urinary and Reproductive Systems.

Objectives:
• State the rules for word components that form medical terms including common prefixes, suffixes, and root words as they pertain to each body system.
• Describe the rules for using singular and plural terms.
• Define medical words, abbreviations and acronyms.
• Interpret graphic symbols into their medical terms.
• Describe the structural organization of the human body.
• Distinguish the location and function of anatomical terms.
• Identify body planes, directional terms, quadrants and cavities of the human body.
• Demonstrate steps to locate medical words using either a medical dictionary or an online resource.

TEMC 1240 Medical Terminology and Anatomy II **3 Credits / 90 Clock-Hours**

This course is a continuation of Terminology & Anatomy I. The course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures and treatments including Pharmacology. Medical Terminology and Anatomy II covers Respiratory, Cardiovascular, Lymphatic, Endocrine and Nervous Systems.

Objectives:
• List the location and function of anatomical terms for each body system.
• Describe the structural organization of the human body of each body system.
• Identify the anatomical location of major organs in each body system.
• Compare the structure and function of the human body across the lifespan.
• Describe the normal function of each body system.
• Identify common pathology related to each body system.
• Recognize terms related to pathology and procedures for mental and behavioral health.

TEMC 1410 Communication for Healthcare Professionals **2 Credits / 60 Clock-Hours**

This course is designed to provide the student with successful therapeutic communication skills that are necessary in a healthcare setting.

Objectives:
• List six steps to successful professional communication.
• Compare professional, therapeutic, and social communications.
• Contrast verbal and nonverbal communication by using examples.
• Examine barriers to multicultural therapeutic communication.
• Describe examples of the negative and positive components of both the alternative and traditional therapies for medical care.
• List essential guidelines for therapeutic communication for each age group.
• Compare multiple therapeutic responses for clients who are angry, depressed or have addictive disorders.
• Identify cultural differences in life-altering illness, grief, and death experiences.

Ogden-Weber

TEMC 1034 Introduction to Medical Coding/Healthcare Communication and Customer Service **2 Credits / 60 Clock-Hours**

The Introduction to Medical Coding and Billing course starts with a new student orientation and an outline of the Medical Coding and Billing course and program policies. This course is designed to provide the student with an introduction to the role and responsibilities of a medical coder highlighting the basic tools and resources used by medical coders in the performance of their duties. The student will also be introduced to key communication and customer service skills as they pertain to the healthcare industry.

Objectives
• Explain the role and responsibilities of a medical coder within the healthcare system, including ethical and professional standards.
• Identify and utilize basic tools and resources (e.g., coding manuals, software, and guidelines) commonly used in medical coding and billing.
• Demonstrate effective communication and customer service skills appropriate for interactions with patients, providers, and insurance representatives in a healthcare setting.
• Describe program policies and expectations related to medical coding and billing.

TEMC 1081 Medical Terminology and Anatomy/Physiology I **3 Credits / 90 Clock-Hours**

This course will introduce students to important word parts such as roots, prefixes and suffixes that provide a foundation for learning medical terms. This course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures, treatments and Pharmacology. Medical Terminology and Anatomy I covers the Integumentary, Muscular, Skeletal, Digestive, Urinary and Reproductive Systems.

Objectives:
• State the rules for word components that form medical terms including common prefixes, suffixes and root words as they pertain to each body system.
• Describe the rules for using singular and plural terms.
• Define medical words, abbreviations, and acronyms.
• Interpret graphic symbols into their medical terms.
• Describe the structural organization of the human body.
• Distinguish the location and function of anatomical terms.
• Identify body planes, directional terms, quadrants, and cavities of the human body.

TEMC 1082 Medical Terminology and Anatomy/Physiology II **3 Credits / 90 Clock-Hours**

This course is a continuation of Terminology and Anatomy/Physiology I. The course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures and treatments including Pharmacology. Medical Terminology and Anatomy II covers Respiratory, Cardiovascular, Lymphatic, Endocrine and Nervous Systems.

Objectives:
• List the location and function of anatomical terms for each body system.
• Describe the structural organization of the human body of each body system.
• Identify the anatomical location of major organs in each body system.
• Compare the structure and function of the human body across the lifespan.
• Describe the normal function of each body system.
• Identify common pathology related to each body system.
• Recognize terms related to pathology and procedures for mental and behavioral health.

Salt Lake

TEMC 1250 Medical Terminology and Anatomy I **2 Credits / 60 Clock-Hours**

This course will teach students how to break down medical terms into root words, prefixes, and suffixes in order to interpret and understand the medical language. Students will gain knowledge of medical abbreviations. Additionally, this class covers human anatomy and physiology concepts required to help students prepare for the Medical Coding Certification exam.

Objectives:
o Identify directional terms, anatomic planes, regions, quadrants, and the structures of the Musculoskeletal, Integumentary, Digestive, Urinary, Reproductive, and the Blood and Immune Systems.
o Change singular terms to their plural forms as they relate to the Musculoskeletal, Integumentary, Digestive, Urinary, Reproductive, and the Blood and Immune Systems.
o Use medical prefix, suffix and root terms to build and spell medical terms as they relate to the Musculoskeletal, Integumentary, Digestive, Urinary, Reproductive, and the Blood and Immune Systems.
o Identify and interpret common abbreviations as they relate to the Musculoskeletal, Integumentary, Digestive, Urinary, Reproductive, and the Blood and Immune Systems.

TEMC 1260 Medical Terminology and Anatomy II **2 Credits / 60 Clock-Hours**

This course is a continuation of Medical Terminology and Anatomy I. This course will continue to teach how to break down medical terms in order to interpret and understand the medical language as well as gain knowledge of medical abbreviations of additional body systems.

Objectives:
○ Interpret medical terms by identifying prefix, suffix and root word including abbreviations as they relate to the Circulatory, Respiratory, Nervous, Endocrine systems, as well as for the Eye and Ear.
○ Change singular terms to their plural forms as they relate to the Circulatory, Respiratory, Nervous, Endocrine systems, as well as for the Eye and Ear.
Identify the structures of the Eye, Ear, Respiratory and Endocrine systems.