El Monte Union High School District - Career Technical Education

7941 INTERMEDIATE HEALTHCARE OPERATIONAL SUPPORT (MEDICAL BILLING AND CODING)

DATE:

INDUSTRY SECTOR: Health Science and Medical Technology Sector

PATHWAY: Healthcare Operational Support

CALPADS TITLE: Intermediate Healthcare Operational Support (Concentrator)

CALPADS CODE: 7941

HOURS:

Total	Classroom	Laboratory/CC/CVE
180	180	0

JOB TITLE	O*NET CODE	JOB TITLE	O*NET CODE
Medical Transcriptionists	31-9094.00	Home Health Aides	31-1011.00
Physical Therapist Aides	31-2022.00	Medical Assistants	31-9092.00
Orderlies	31-1015.00	Nursing Assistants	31-1014.00

COURSE DESCRIPTION:

This concentrator course is designed to provide students specific content knowledge and skills within the Mental and Behavioral Health pathway. Courses are aligned to the basic knowledge levels necessary to learn and recognize word roots, prefixes, and suffixes used in medical language, understand the prevention, wellness and disease process, and the associated skill application consistent with the mental and Behavioral health pathways scope and practice in either direct or indirect client/patient services including short term certifications such as cardiopulmonary resuscitation, and automated external defilation.

A-G APPROVAL: No

ARTICULATION: None

DUAL ENROLLMENT: None

PREREQUISITES: Prerequisite

Health Education and Careers

METHODS OF INSTRUCTION

- Direct instruction
- Group and individual applied projects
- Multimedia
- Demonstration
- Guest speakers

STUDENT EVALUATION:

- Student projects
- Written work
- Exams
- Observation record of student performance
- Completion of assignment

INDUSTRY CERTIFICATION:

- CPC (Certified Professional Coder)
- CCS (Certifed Coder Specialist)

RECOMMENDED TEXTS:

• ICD-10 Coding Book (International Classification of Diseases Revision #10)

PROGRAM OF STUDY

Grade	Fall	Spring	Year	Course Type	Course Name
9, 10, 11, 12				Concentrator	7941 Intermediate Healthcare Operational Support (Medical Billing and Coding)
10, 11, 12				Capstone	Sports Therapy

I.	INTRODUCTION TO MEDICAL BILLING AND CODING	CR	Lab/ CC	Standards
	A. History of Health Insurance and Coding	2	0	Academic:
	Elements of a Medical Term Prefix, Suffix, Combining Forms, Word Root (Greek and Latin Terms)			LS: 11-12.1,
	How to Read a Medical Term			11-12.2, 11-12.3, 11-12.4, 11-12.5,
	Introduction to Coding ICD-10 , CPT & HCPCS (An Overview of Coding)			11-12.6
	Outpatient and Physician Office Coding			RSIT: 11-12.1, 11-12.10,
	Introduction to Medical Insurance			11-12.4, 11-12.7,
	introduction to incured insurance			11-12.8, 11-12.9 RLST: 11-12.1,
				11-12.2, 11-12.3,
				11-12.4, 11-12.5, 11-12.6, 11-12.7,
				11-12.8, 11-12.9
				WS: 11-12.2,
				11-12.2a, 11-12.2b,
				11-12.2c,
				11-12.2e, 11-12.2f,
				11-12.7, 11-12.8,
				11-12.9 WHSST:
				11-12.1,
				11-12.10, 11-12.2, 11-12.3,
				11-12.6, 11-12.7,
				11-12.8, 11-12.9 CTE Anchor:
				Communications:
				2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
				Career Planning
				and Management:
				3.1, 3.2, 3.3, 3.4,
				3.5, 3.6, 3.8, 3.9
				Problem Solving and Critical
				Thinking: 5.1,
				5.2, 5.4, 5.6 Ethics and Legal
				Responsibilities:
				8.1 Technical
				Knowledge and
				Skills: 10.1, 10.2 Demonstration
				and Application:
				11.1
				CTE Pathway: D1.1, D1.2,
				D1.4, D3.1,
				D3.3, D6.1, D6.2, D6.3,
				D6.4, D12.1
II.	MEDICAL TERMINOLOGY	CR	Lab/ CC	Standards
	1. Medical Terminology Lesson 1	10	0	Academic:
	Medical Terminology Lesson 2			LS: 11-12.1, 11-12.2, 11-12.3,
	Medical Terminology Lesson 3			11-12.4, 11-12.5,
	Medical Terminology Lesson 4			11-12.6 RSIT: 11-12.1,
	Medical Terminology Lesson 5			11-12.10,
	Medical Terminology Lesson 6			11-12.4, 11-12.7, 11-12.8, 11-12.9
	Medical Terminology Lesson 7			RLST: 11-12.1,
1	Medical Tarminalanu Lascon 0			11-12.2, 11-12.3,

	Medical Terminology Lesson 9 2. Medical Terminology Lesson 10 3. Medical Terminology Lesson 11 4. Medical Terminology Lesson 12 5. Medical Abbreviations (250 Medical Abbreviations)			11-12.4, 11-12.5, 11-12.6, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2d, 11-12.2f, 11-12.2f, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.7, 11-12.8, 11-12.9 PS: PS1, PS1.A, PS1.B LS: LS1.A, LS1.B, LS1.C, LS1.D, LS1 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.7, 3.8, 3.9 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.6 Responsibility and Flexibility: 7.3 Demonstration and Application: 11.1, 11.2 CTE Pathway: D2.2, D2.4,
III.	CPT CODING (CURRENT PROCEDURAL TERMINOLOGY)	CR	Lab/	D6.2, D7.6 Standards
	A.	20	CC 20	Academic:
	Unit 3 CPT (Current Procedural Terminology) Coding 1.1 AMA (American Medical Association) 1.2 Code for the Following A. Evaluation & Management B. Anesthesia C. Surgery D. Radiology E. Pathology F. Medicine 1.3 CPT Modifiers 1.4 Coding for Evaluation Management of CPT A. History of Evaluation and Management B. Consultations C. Inpatient, Outpatient, New Patient, Established Patient D. History, Evaluation, Medical Decision Making E. Pass an Exam demonstrating correct Evaluation and Management Section Coding with 90% Accuracy. 1.5 Anesthesia Coding A. Physical Status Modifiers B. Qualifying Circumstances C. Pass an Exam demonstrating correct Anesthesia Coding with 90% Accuracy. 1.6 Surgery Coding	20	20	LS: 11-12.1, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.3, 11-12.4, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.8 WHSST: 11-12.10, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.5, 3.6, 3.7, 3.9 Problem Solving and Critical

	C. Multiple Procedures D. Elements of Operative Report and keywords to selecting the correct code 1.7 Radiology Coding Define and Code the following: A. Computer Tomography (CT) B. MRI (Magnetic Resonance Imaging) C. Diagnostic Ultrasound D. Nuclear Medicine E. Radiation Oncology F. Diagnostic Imaging G. Pass an Examination demonstrating correct Coding Procedures in Radiology with 90% Proficiency. 1.8 Pathology & Laboratory Coding A. Organ and Disease Oriented Panel B. Drug Testing C. Consultations D. Surgical Pathology E. Therapeutic Drug Assays F. Pass an examination demonstrating Pathology and Lab Section with 90% accuracy. 1.9 Medicine Section Coding A. Invasive Cardiovascular Procedures B. Miscellaneous Services C. CPT and HCPCS Injections D. Components of Invasive Cardiovascular Procedures E. Pass an Exam demonstrating correct coding in Medicine Section with 90% Accuracy.			5.6 Responsibility and Flexibility: 7.7 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.7 CTE Pathway: D6.1, D6.2, D6.3, D6.4
IV.	HCPCS CODING (HEALTHCARE COMMON PROCEDURAL CODING SYSTEM)	CR	Lab/ CC	Standards
	A. HCPCS Coding A. Coding Correct HCPCS Modifiers B. Coding HCPCS Drug and Injection Coding C. Pass an Exam demonstrating correct coding in HCPCS Section with 90% Accuracy.	5	10	Academic: LS: 11-12.1, 11-12.2, 11-12.3 RSIT: 11-12.1, 11-12.4, 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.2, 11-12.5 WS: 11-12.2, 11-12.2a, 11-12.2d, WHSST: 11-12.1, 11-12.2, 11-12.2d WHSST: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.6, 3.7, 3.8, 3.9 Technology: 4.1, 4.4, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Responsibility and Flexibility: 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.7 Demonstration and Application: 11.2

				D1.1, D1.2, D1.3, D1.4, D2.8, D3.1, D3.3, D6.2, D6.3, D6.4
V.	THE HUMAN BODY (ANATOMY)	CR	Lab/ CC	Standards
	A. Anatomic Terms Including Planes, Directional Terms and Cavities 3.2 Body Organization and Systems 3.3 Homeostasis and Vital Signs	2	0	Academic: LS: 11-12.1, 11-12.2, 11-12.3 RSIT: 11-12.1, 11-12.10, 11-12.4, 11-12.9 RLST: 11-12.8, 11-12.9 WS: 11-12.2, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.8, 11-12.9 PS: PS1, PS1.A, PS1.B, PS2.C LS: LS1.A, LS1.B, LS1 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.6, 3.8, 3.9 Technology: 4.1, 4.5, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Ethics and Legal Responsibilities: 8.1, 8.2 CTE Pathway: D5.1, D6.2, D6.4
VI.	CELL STRUCTURE AND FUNCTION	CR	Lab/ CC	Standards
	A. Definition of a Cell Anatomy of a Typical Cell Structure and function of organelles Definition of a Cell Anatomy of a Typical Cell Structure and function of organelles	2	0	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.1, 11-12.10, 11-12.7 RLST: 11-12.1, 11-12.2, 11-12.7, 11-12.8, 11-12.9 LS: LS1, LS1.A, LS1.B CTE Anchor: Career Planning and Management: 3.1, 3.2, 3.3 Technology: 4.1 Technical Knowledge and Skills: 10.1, 10.2 CTE Pathway: D6.4, D7.8

VII.	HIPAA PRIVACY	CR	Lab/ CC	Standards
	A. Rules of HIPAA Privacy 14.2 Laws of Patient Right to Medical Privacy 14.3 The Federal Register	6	0	Academic: LS: 11-12.1, 11-12.2 RLST: 11-12.1, 11-12.2, 11-12.3 WHSST: 11-12.1, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 CTE Pathway: D1.1, D1.2, D1.3, D1.4
VIII.	HIPAA SECURITY	CR	Lab/ CC	Standards
	A. Rules of HIPAA Privacy 14.2 Laws of Patient Right to Medical Privacy 14.3 The Federal Register	σ	0	Academic: LS: 11-12.1, 11-12.2, 11-12.3 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3, 11-12.4 WS: 11-12.2c, 11-12.2d CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3 Technology: 4.1, 4.2, 4.3, 4.4, 4.5 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Health and Safety: 6.8 Responsibility and Flexibility: 7.2 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.6, 8.7 Technical Knowledge and Skills: 10.1, 10.2, 10.4 CTE Pathway: D1.1, D3.1, D3.2, D3.3, D3.4, D3.6, D6.1, D6.2, D6.3, D6.4, D12.1, D12.2, D12.3
IX.	ICD-10 CODING	CR	Lab/ CC	Standards

- 1	A.	15	25	Academic:
	Coding Conventions & Definitions			LS: 11-12.1,
1	Codes that describe Signs and Symptoms			11-12.2, 11-12.3 RSIT: 11-12.1,
1	Level of Detail in Coding ICD10			11-12.4, 11-12.5
١	Uncertain Diagnoses			RLST: 11-12.1, 11-12.2, 11-12.3,
١	Coding Chronic Diseases			11-12.4, 11-12.5,
1	Coding for Routine Screenings			11-12.6, 11-12.7 WHSST:
1	•			11-12.8, 11-12.9
1	Coding for Patients Receiving Therapeutic Services			LS: LS1, LS1.A,
- 1	Coding for Medical Examinations with Abnormal Findings			LS1.B, LS1.D
	1Coding for Infectious and Parasitic Diseases, Routine Health Screenings, Injuries and Poisonings, Congenital Abnormalities, Coding for Neoplasms, Diseases of each Body System			Communications:
١				2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
l				Career Planning
l				and
l				Management: 3.1, 3.2, 3.3, 3.4,
l				3.5, 3.6, 3.9
l				Technology: 4.1, 4.3, 4.5
l				Problem Solving
l				and Critical Thinking: 5.1,
l				5.2, 5.3, 5.4, 5.6
l				Responsibility and Flexibility:
l				7.4, 7.6, 7.7, 7.8
l				Ethics and Legal
l				Responsibilities: 8.1, 8.2, 8.3, 8.4,
l				8.5, 8.7
ı				Technical
1				Knowledge and
				Knowledge and Skills: 10.2, 10.4
				Skills: 10.2, 10.4 Demonstration
				Skills: 10.2, 10.4
				Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway:
			Lab/	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4
	BILLING WITH THE CMS 1500 FORM	CR	Lab/ CC	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway:
1	A.	CR 10		Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic:
1	A. Commercial Insurance Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5,
4	A.		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6
ļ	A. Commercial Insurance Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5,
4	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1,
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1,
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.4, 11-12.5, RLST: 11-12.1, 11-12.2, 11-12.3, WS: 11-12.2, 11-12.2, 11-12.2,
1	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.4, 11-12.5, RLST: 11-12.1, 11-12.2, 11-12.3, WS: 11-12.2,
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2, 11-12.2d, 11-12.2f WHSST:
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2d, 11-12.2f
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.2, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study Billing		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 RLST: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4,
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.5, 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.2, 11-12.2, 11-12.2, 11-12.2c, 11-12.2d, 11-12.2d, 11-12.2f WHSST: 11-12.1, 11-12.7 T1-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4 2.5, 2.6, 2.7, 2.8 Career Planning
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 11-12.6 RSIT: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2, 11-12.2c, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4,
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.8, 3.9
ļ	A. Commercial Insurance Billing Commercial Insurance Case Study Primary Insurance Commercial Insurance Case Study Primary /Secondary Insurance Blue Cross /Blue Shield (BCBS) Billing BCBS Insurance Case Study Billing Medicare Billing Medicare Billing Case Study Medicaid Billing & Case Study Worker's Compensation Billing & Case Study TRICARE Billing & Case Study		СС	Skills: 10.2, 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.1, D3.2, D6.4 Standards Academic: LS: 11-12.1, 11-12.2, 11-12.5 11-12.6 RSIT: 11-12.1, 11-12.4, 11-12.5 RLST: 11-12.1, 11-12.2, 11-12.3 WS: 11-12.2, 11-12.2c, 11-12.2d, 11-12.2f WHSST: 11-12.6, 11-12.7 11-12.8 CTE Anchor: Communications 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4,

				and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.5, 8.7 Technical Knowledge and Skills: 10.2, 10.4 CTE Pathway: D1.1, D3.2
XI.	THE ENCOUNTER FORM (AKA: SUPERBILL)	CR	Lab/ CC	Standards
	A. What is in an Encounter Form/Superbill How to Read an Encounter Form/ Superbill for Billing & Coding Purposes	2	0	Academic: LS: 11-12.1, 11-12.6 RSIT: 11-12.1, 11-12.7 WS: 11-12.2, 11-12.8 WHSST: 11-12.7, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.3, 2.4, 2.5, 2.6, 2.7 Career Planning and Management: 3.1, 3.2, 3.3 Technology: 4.1, 4.2 Problem Solving and Critical Thinking: 5.1, 5.2, 5.4 Responsibility and Flexibility: 7.1, 7.2, 7.3, 7.4, 7.6, 7.7 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 Technical Knowledge and Skills: 10.1, 10.2 CTE Pathway: D1.1, D3.2, D3.3
XII.	SOAP CHARTS (SUBJECTIVE, OBJECTIVE, ASSESSMENT , PLAN)	CR	Lab/ CC	Standards
	A. What does SOAP stand for (Acronym) 19.2 What is a Soap Chart 19.2 What is in a SOAP Chart 19.3 How to Read a SOAP Chart 19.4 How SOAP Charts are used for Billing and Coding on CMS-1500 Form	2	2	Academic: LS: 11-12.1, 11-12.2, 11-12.6 RSIT: 11-12.1 RLST: 11-12.1, 11-12.4, 11-12.9 WS: 11-12.2, 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.10, 11-12.6, 11-12.7, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning

XIII.	CALCULATIONS FOR CO-INSURANCE PAYMENTS	CR	Lab/	and Management: 3.1, 3.2, 3.9 Technology: 4.4 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6 Responsibility and Flexibility: 7.3, 7.6, 7.8 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.7 Technical Knowledge and Skills: 10.4 Demonstration and Application: 11.1, 11.2 CTE Pathway: D3.2, D3.3, D6.2, D6.4, D8.4 Standards
	A.	1	CC	Academic:
	Review of Basic Medical Math Additions, subtraction, multiplication and division of decimals and whole			A-SSE: 4 A-APR: 6, 7
	numbers.			A-REI: 1, 2, 3
	2Case Studies of Calculations for Co-Insurance Payment for Billing CMS-1500 Form			CTE Anchor: Communications:
				2.1, 2.2, 2.3, 2.7, 2.8
				Career Planning
				and Management:
				3.1, 3.2, 3.3
				Problem Solving and Critical
				Thinking: 5.1, 5.2, 5.5, 5.6
				Ethics and Legal Responsibilities:
				8.3, 8.7
				Demonstration and Application:
				11.1, 11.2
l				
1				CTE Pathway: D6.4
XIV.	MEDICAL OFFICE FILING & OFFICE SKILLS	CR	Lab/ CC	· ·
XIV.	MEDICAL OFFICE FILING & OFFICE SKILLS A.	CR 4		D6.4 Standards Academic:
XIV.			CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5,
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5,
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2,
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments Case Studies Medical Office Filing (demonstrations)		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.4, 11-12.8 WHSST: 11-12.8
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments Case Studies Medical Office Filing (demonstrations) Medical Office Communication Skills Case Studies Medical Office Phone		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.4, 11-12.8
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments Case Studies Medical Office Filing (demonstrations) Medical Office Communication Skills Case Studies Medical Office Phone Communication Skills		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.4, 11-12.8 WHSST: 11-12.8 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4,
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments Case Studies Medical Office Filing (demonstrations) Medical Office Communication Skills Case Studies Medical Office Phone Communication Skills Sexual Harassment in the Medical Work Place		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.4, 11-12.8 WHSST: 11-12.8 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8 Career Planning
XIV.	A. Types of Medical Office Filing Systems Alphabetic, Numeric, AlphaNumeric and Tetriary Filing Systems Medical Office Filling Equipment and How to Electronically Schedule Patient appointments Case Studies Medical Office Filing (demonstrations) Medical Office Communication Skills Case Studies Medical Office Phone Communication Skills		CC	D6.4 Standards Academic: LS: 11-12.1, 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.5, 11-12.6, 11-12.7 RLST: 11-12.4, 11-12.7, 11-12.9 WS: 11-12.2, 11-12.2c, 11-12.4, 11-12.8 WHSST: 11-12.8 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8

				3.1, 3.2, 3.3, 3.8, 3.9 Technology: 4.3, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3 Technical Knowledge and Skills: 10.2 CTE Pathway: D7.9
XV.	EHR (ELECTRONIC HEALTH RECORDS)	CR	Lab/ CC	Standards
	A. Why EHR? 23.1 PHR (Personal Health Records) 23.2 Cybersecurity of EHR Administrative Safeguards Physical Safeguards Organizational Standards Policy and Procedures 23.3 Patient Medical Rights and Privacy with EHR 23.4 EHR Software and Encryption 101 23.5 Patients / Consumers Emails, Texting and EHR Security. 23.6 Pros and Cons of EHR	4	0	Academic: LS: 11-12.1, 11-12.2 RSIT: 11-12.4 RLST: 11-12.7, 11-12.8, 11-12.9 WS: 11-12.6, 11-12.7, 11-12.8, 11-12.9 WHSST: 11-12.10, 11-12.6, 11-12.8, 11-12.9 CTE Anchor: Communications: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.8, 3.9 Technology: 4.1, 4.3, 4.4, 4.6 Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 Responsibility and Flexibility: 7.1, 7.2, 7.3, 7.4, 7.6, 7.7 Ethics and Legal Responsibilities: 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 Technical Knowledge and Skills: 10.1, 10.2 CTE Pathway: D12.2, D12.3, D12.4, D12.1
XVI.	PROFESSIONAL BILLING AND CODING ORGANIZATIONS AND EXAMINATIONS (NATIONAL CERTIFICATIONS)	CR	Lab/ CC	Standards
	A. Professional Billing/Coding Organizations AAPC (American Academy of Professional Coders) AHIMA (American Health Information Management Association) AMBA (American Billing Association) BMSC (Board of Medical Specialty Coding and Compliance)	2	8	Academic: LS: 11-12.4, 11-12.5, 11-12.6 RSIT: 11-12.4 RLST: 11-12.6, 11-12.7, 11-12.8 WS: 11-12.8, 11-12.9 WHSST: 11-12.6, 11-12.8, 11-12.9 CTE Anchor:

24.2 Professional National Exam	Communications: 2.1, 2.7, 2.8 Career Planning and Management: 3.1, 3.2, 3.3, 3.4, 3.6, 3.9 Problem Solving
	3.1, 3.2, 3.3, 3.4,
	Problem Solving and Critical Thinking: 5.1, 5.2, 5.3, 5.4, 5.6
	Demonstration and Application: 11.1, 11.2
	CTE Pathway: D3.3

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