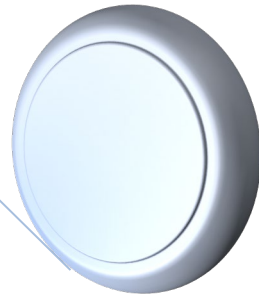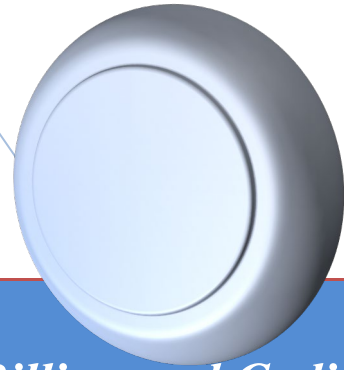DOWNSTATE
HEALTH SCIENCES UNIVERSITY

School of Health Professions
Certificate Program in Medical Billing and Coding

Student Handbook

School of Health Professions (SOHP)
Certificate Program in Medical Billing and Coding

Vision: Our vision is to provide students with a comprehensive education that will equip them with the knowledge and skills to be industry ready upon graduation.

Mission: Our mission is to deliver the highest quality continuing education certificate program in an accelerated learning environment. We strive to equip students with the knowledge and skills to perform all functions associated with medical billing and coding. It is our desire that students achieve their career goals.

The State University of New York- Downstate

The State University of New York (SUNY) is the largest public university system in the nation and offers a complete range of academic, professional, and vocational programs. SUNY Downstate Health Sciences University is one of 64 campuses in the State University system. Located in Brooklyn, the Health Sciences University is comprised of the College of Medicine, School of Health Professions, College of Nursing, School of Graduate Studies, the School of Public Health, and the University Hospital of Brooklyn. It is one of the nation's leading medical centers and the only academic medical center in Brooklyn. It serves a population of over 2.3 million people, one of the most diverse populations in the world.

Medical Billing and Coding Certificate Program

Medical coding is performed all over the world, with most countries using the International Classification of Diseases (ICD). ICD is maintained by the World Health Organization and modified by each member country to serve its needs. Here in the United States, Medical Coding has become increasingly important to the daily operations of Healthcare Institutions, both as a means of gathering health statistics and as a revenue source for institutions and providers for the services they perform.

The healthcare revenue stream is based on the documentation of patient information: what was learned, decided, and performed = patient's history, diagnosis, test results, and treatment. Coding involves the abstraction of information from clinical documents, assigning the appropriate codes, and creating a claim (bill) to be paid by insurance carriers, both public and private.

Program Overview

Medical Billing and Coding is at the intersection of technology, and healthcare revenue. The program consists of eight courses delivered over 380 clock hours. A student-centered approach to learning is used. Coursework is designed around the following core courses, as established by the **American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC):**

• Medical Terminology
• Anatomy and Physiology • Pathophysiology & Pharmacology
• Health Insurance-Legal and Compliance Issues
• Health Insurance-Reimbursement
• Health Information Management/Healthcare Data/Medical Records
• ICD-10 CM and PCS in-patient Coding
•ICD-10 CM/CPT/HCPCS out-patient Coding.

The core curriculum builds students' knowledge of the human body systems, diagnoses, procedures, and treatments, and promotes the skill of reading, interpreting, recording, and tracking complex medical information for efficient coding and billing of insurance companies.

Additionally, the optional six-week (Saturdays only) Advanced Program, and hands-on computer lab experience, provide access to commercially-used software applications, for

real-world work experience. This further helps prepare the student for Certification in the field by one of the two major certifying agencies: AHIMA or AAPC and career.

The program is presented in both Real-Time/Live Virtual and completely Asynchronous Virtual formats and involves a combination of Lectures, discussion, independent study, assessment, and evaluation of student learning using the Learning Management System – Blackboard/Bright Space. Each program is run over two semesters. The real-time program operates in the fall and spring semesters on an evening and weekend (Saturdays only) basis.   The asynchronous virtual program operates in the Spring and Summer. Student engagement is facilitated through questioning, class discussion, and written assignments.

Program Objectives

Upon completion of this program, participants will be able to:
• Summarize the duties and responsibilities of a Medical Biller/Coder including the professional and ethical obligations required for success in the field
• Possess a strong base of medical terminology, and understand the major structures, functions, and pathologies of all body systems.
• Discuss the purpose of the Healthcare Portability and Accountability Act (HIPPA)
• Describe major Government and Commercial Health Insurance plans-Medicare, Medicaid, Health Maintenance Organization (HMO), Preferred Provider Organization (PPO), and Point-of-Service (POS) plans
• Describe billing guidelines for inpatient medical, inpatient/outpatient global surgery, medical/surgical, and minor surgical procedures
• Review and define the International Classification of Diseases, Tenth Revision, as it applies to inpatient and outpatient/physician practice coding
•Outline the course of an insurance claim and explain the process for submission to the insurance company.
• Accurately code diagnoses, procedures, and medical services for reimbursement according to guidelines of the American Medical Association (AMA) and World Health Organization (WHO)

Target Audience

This program provides an excellent opportunity for high school graduates, veterans, and others who may desire to upskill, reskill, or enter the healthcare workforce.

Nurse Practitioners, Physician Assistants, Case Managers, and other healthcare professionals who bill independently, may also benefit from specific subjects in the

course of study. The 380-clock-hour program qualifies successful participants to sit for the **AHIMA** or **AAPC** Certification exams.

Program Dates and Schedule of Classes

The program is held twice annually and runs in two formats, Live Virtual or fully Asynchronous. Each program is run over two semesters and is defined by John Dewey's Theory of Experiential Learning.
The Live Virtual program (formerly in person), is run in the Fall and Spring each year. Evening and Saturday classes allow for educational accessibility. Sessions meet on *Monday and Wednesday evenings from 6:00 – 9:30 PM*, and on *Saturdays from 9:00 AM to 3:00 PM*. The virtual Asynchronous program is run over the Spring and Summer semesters. This program follows the Academic Calendar outlined by the School of Health Professions.

Course of Study

The program of study applies to both the onsite and online programs. The curriculum is based on principles of adult learning. The basic program involves a combination of Lectures, discussion, independent study, assessment, and evaluation of student learning using the Learning Management System – Blackboard/Bright Space. The following subjects are covered over the specified number of clock hours.

1. **Medical Terminology – 50 hours**
2. **Anatomy and Physiology – 52 hours**
3. **Pathophysiology/Pharmacology – 52 hours**
4. **Health Insurance, Legal and Compliance – 22 hours**
5. **Health Insurance -Reimbursement – 22 hours**
6. **Introduction to Health Information Management;**
   Healthcare data/Medical records – 22 hours
7. **Basic Procedure Coding ICD-10 CM/CPT HCPCS, Virtual Practicum – 70 hours**
8. **Basic Diagnostic Coding ICD-10 CM/PCS – 90 hours**

Accreditation

The State University of New York (SUNY) Downstate Medical Center is accredited by the Middle States Commission on Higher Education. The Medical Billing and Coding Certificate Program is a non-credit bearing program, that meets the requirement for writing the national certification exams as offered by either of two major certifying agencies AHIMA or AAPC.

Special Needs

In accordance with the **Americans with Disabilities Act,** SUNY Downstate Health Sciences University is committed to providing learning opportunities to students with disabilities and to making the programs, activities, and facilities fully accessible to all. If a student requires special accommodations, please contact the office at 718.270.7604 or by email at lynette.hinds@downstate.edu .

 Disability Services: The Office of Student Affairs also coordinates arrangements for students with disabilities.

Admission Requirements

The minimum academic background for enrollment in this program is a high school diploma or equivalent.
College experience is recommended but not required for acceptance into the program. Credit is also given for work experience.   Applicants should have basic computer skills.

The following items should be submitted with the application: a current resume; Copy of HS diploma, State photo ID; and a non-refundable registration fee of $30.00, paid to the Bursar's Office (using this link: SUNY Downstate eMarket). Any applicable post-HS diplomas & transcripts. Qualified applicants will be contacted for an interview. Commencement of this program will require a sufficient number of student enrollments. If not, classes may be canceled.

Registration Information

APPLY online at:

https://www.downstate.edu/education-training/school-of-health-professions/medical-billing-coding.html

Or by mail: SUNY Downstate Health Sciences University
             School of Health Professions, Box 94
             450 Clarkson Avenue
             Brooklyn NY 11203

Or fax your application to 718 270 7702

Exemptions

Exemptions may be granted for prior coursework, upon fulfillment of the following requirements:

1. A written request with rationale should be submitted to the Program Director.
2. Documentation that the coursework has been taken within the past five years, earning a grade of C or better, and submitted prior to the start of the course for which exemption is requested.
3. Official transcript/s listing the completed course work and earned grade of C or better.

Tuition & Fees

Tuition for the entire certificate program is $3,500.00. Tuition can be paid electronically, in full or in installments, directly to the Bursar's Office using the following link: *SUNY Downstate eMarket.*

*Tuition may also be paid by personal check or money order to the Bursar. If a personal check is returned for insufficient funds, **the payment will be reversed and the student will incur a Returned Payment fee.** Students are not charged late fees and no penalties are imposed for late payments.*

Installment Plan: The tuition for each semester is calculated separately and divided into installment payments. The cost of each course is $438.00. Installment payments must be made during the semester in which it becomes due.

1. ***Per Course Payment plan***: Students may elect to pay per course. Payment of $438.00 would be due at the start of each course. Students may also elect to pay in bi-weekly installments @ $219.00.

2. ***In the event tuition payment remains outstanding at the end of the program, the unpaid tuition bill may end up in collections.*** **Tuition Fee does not include books. For payment arrangements please call 718-270-7604.**

The tuition policy complies with 38 USC 3679(e). *Click this link:*

https://www.downstate.edu/education-training/student-services/financial-aid/veteran-benefits.html

Refunds

A full tuition refund will be given if the course is canceled or discontinued by the School. Cancellation by a program participant will be accepted one week before the class is scheduled to begin; a $50 cancellation fee will be charged. Once the program has begun, tuition is non-refundable. SOHP has the right to cancel the course or adjust lecture dates. You will be notified if any such changes become necessary.

A non-refundable application fee of $30.00 is due at the time of registration

Program Catalog

Course ID. 1st Semester	Subject/Activity Name	FACULTY	DISTANCE LEARNING
MCCE 1001	Anatomy & Physiology	Dr. Hinds	X
MCCE 1002	Medical Terminology	Dr. Hinds	X
MCCE 1003	Pathophysiology/Pharmacology	Dr. Hinds	X
MCCE 1004	Health Insurance- Legal & Compliance	Ms. Louigene	X
MCCE 1005	Health Insurance-Reimbursements	Ms. Louigene	X
2nd Semester			**X**
MCCE 1006	Introduction to Health Information Management; Healthcare Data/Medical Records	Ms. Louigene	**X**
MCCE 1008	Basic Procedure Coding ICD-10 CM/CPT HCPCS, Virtual Practicum	Ms. Scott	**X**
MCCE 1007	Basic Diagnostic Coding ICD-10 CM/PCS	Ms. Belkina	**X**
	Practicum – 3M Software	Ms. Belkina	**Computer Lab**
MCCE 1009	Advanced ICD-10 Course	Ms. Scott & Ms. Belkina	

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COURSE DESCRIPTIONS

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AP 101 HUMAN ANATOMY & PHYSIOLOGY – 50 CLOCK HOURS
A review of the body systems will include the respiratory, circulatory, skeletal and muscular, nervous, urinary, reproductive, integumentary, and endocrine systems. **Prerequisite: None**

MT101 MEDICAL TERMINOLOGY - 50 CLOCK HOURS
This course introduces the technical language of medicine through word construction utilizing roots, prefixes, suffixes, and combinations. This course is designed to give the student a working knowledge of diseases, diagnostics tests, clinical procedures, and pharmacology. **Prerequisites: None**

PP101 PATHOPHYSIOLOGY/PHARMACOLOGY – 52 CLOCK HOURS
The student is introduced to basic knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on pathology, etiology, pathogenesis, clinical features, therapy, prognosis, and treatment of the disease. The student is introduced to basic principles of pharmacology with emphasis on pharmacological classifications of drugs, names of the most representative drugs for each classification, drug action, pharmacokinetics, and pharmacodynamics, and possible adverse effects on the human body. **Prerequisites: AP 101 and MT 101**

HI 101 HEALTH INSURANCE/LEGAL & COMPLIANCE -22 CLOCK HOURS
In this course, students learn the purpose and importance of Medical Records. The student is introduced to the concepts and evolution of electronic health records (EHR), as well as to the Health Insurance Portability and Accountability Act (HIPAA) requirements, code of ethics of AHIMA, and the Standards of Ethical Coding of AHIMA. *Prerequisites: None*

HI 102 HEALTH INSURANCE REIMBURSEMENT SYSTEMS – 22 CLOCK HOURS
The student will gain basic knowledge and understanding of insurance coverage: including Blue Cross, Medicare, Medicaid, Managed Care, HMOs, Worker's Comp, and No-Fault. Students will gain understating of the rules relative to primary coverage determination and the coordination of benefit rules. Students will obtain a comprehensive understanding in the completion of the HCFA-1500, UB92, and other standard billing documents along with Physician billing, balance billing, and collection procedures. Third-party payment policies and procedures for follow-up will be discussed in detail.
Prerequisite: None

HIM 101 **INTRODUCTION TO HEALTH INFORMATION MANAGEMENT** **HEALTHCARE DATA/MEDICAL RECORDS** – *22 Clock Hours*
In this course, the student learns the importance of Medical Records and its purpose. The student is introduced to the concepts and evolution of electronic health records (EHR), as well as to HIPAA requirements, code of ethics of AHIMA, and Standards of Ethical Coding of AHIMA. Course features structure and use of healthcare data and data sets and how these components relate to primary and secondary record systems. Legal, ethical, privacy, security, and confidentiality issues, along with practices applicable to health information management, are also presented in this course. This course features the history of healthcare, the evolution of healthcare delivery system in the US, and healthcare reimbursement. *Prerequisite: MT101, AP101, HI101, HI102*

ICD 10 **BASIC ICD-10-CM/PCS CODING** – *90 clock hours*
This course features general introduction to the Prospective Payment System and Uniform Hospital Discharge Set, Ethical Coding, Data Quality, and Coding Compliance. The student is introduced to the International Classification of Diseases, Tenth Revision, and Clinical Modification (ICD-10-CM). The application of coding principles is illustrated with exercises and case studies. *Prerequisites: AP 101, MT 101 and HI 101 &102*

ICD-10 Basic CM/CPT/HCPCS CODING - *70 clock hours*
The student is introduced to the general principles of CPT and HCPCS coding systems. The class will cover the historical background, structure, and organization of the systems, and the application of coding, regulatory guidelines, documentation, and basic components of clinical documentation. The class will include basic ambulatory coding concepts, higher-level examples of CPT/HCPCS coding, and an overview of reimbursement methodologies. *Prerequisites: AP 101, MT 101, PP101 & HIM101*

VP100 **VIRTUAL PRACTICUM** (INCLUDED IN CPC AND PCS hours)
Practicum hours are focused on building speed and accuracy using paper and scanned medical records. A review of the CCS and CPC exams, along with sample multiple-choice questions is provided. An extensive review of all coding guidelines, rules and regulations is also provided.
Prerequisites: AP 101, MT 101, PP101 & ICD 101/102 & CPT 101/102

Optional: ICD-10 102 **ADVANCED ICD-10-CM/PCS & ICD-10 CM/CPT/HCPCS CODING METHODOLOGY** – *36 clock hours*
The student applies the competencies learned in the basic program by coding from Inpatient, Ambulatory, Ancillary, ER, and Physician-patient medical records. The student completes a series of projects on various topics related to the program competencies, including Coding Compliance in the Physician's Office, prior to a summary assessment. The student reviews healthcare reimbursement systems, including exposure to case mix index, maintenance of charge master, coding corporate under the Medicare and Medicaid

Outpatient Prospective Payment System including RBRVS, ASCs, APCs, and other third-party payer methodologies, compliance, quality improvement organizations and their role in the payment process. Students are further introduced to higher examples of ICD-10/11-CM/CPT out-patient coding using more complex case studies and authentic health records. The student applies his or her mastery of coding skills and is instructed in the principles and philosophy of coding logic. An applied practicum is included, using *3M software. Prerequisites: AP 101, MT 101, PP101 & ICD 10 CM/PCS101*

Academic Calendar

The program follows the academic calendar of the School of Health Professions. https://www.downstate.edu/education-training/academic-calendars/_documents/2023-24-sohp-nr-calandar.pdf

Standards of Academic Progress

Standards of Progress

Students must pass each course with an average of 72% or more on examinations. Upon satisfactory completion of the program, the student is issued an Official Transcript and Certificate of Completion.

- Students who achieve a minimum score of 68% to 71% on the course examinations will be required to sit for an alternative comprehensive re-examination. It is the responsibility of the student to arrange with the instructor of the failed course, a suitable time for re-evaluation. ***The minimum passing grade for each course is C.***

The grading breakdown is as follows:	*86-83 B*
93 and above A	*79-77 C+*
92-90 A-	*76-72 C*
89-87 B+	*71 – 69 D*
82-80 B-	*<69 - F*

Student mastery of the course content is measured by short answer exam questions, matching and multiple-choice questions. Exams must be taken at the scheduled times. An exam grade of zero will be recorded and averaged for all missed exams unless prior approval has been received from the course instructor. All outstanding coursework must be completed within two weeks of the program's completion. A grade **"I"** may be given

as a placeholder, until all missing assignments are turned in. The instructor will then assign the final grade to replace the **"I"**.

Attendance and Lateness

Students are required to attend at least 80% of all of the class sessions. **Failure to attend 80% of the class sessions** will result in the student having to complete a make-up assignment reflecting an understanding of relevant coursework and may result in **a reduction of the course grade by 10%.** Students are expected to be prepared for each class and be active in their learning. Students are expected to arrive on time for live virtual classes, and complete assignments, even if absent from class. **All requests for leave of absence must be made in writing**.

Academic Probation and Termination Policy

Students who receive a final course grade of 69% or less or fail the comprehensive re-examination will receive a grade of "F" in the course and is likely to be placed on academic probation, suspension, or terminated if overall academic progress is unsatisfactory.

Academic suspension or probation will not be noted on the student's official academic transcript. A student who is terminated may be allowed to apply for readmission to the program within one year.

Academic Termination and Appeals Process

An academic dismissal results from continued poor academic performance, that is earning a grade of **F** in any of the core courses. The program's standard for Good Standing is a grade of **C**. Academic Dismissal occurs only after being placed on Academic Probation. The probationary period is one semester. A student is allowed to retake the failed course to improve the grade and be removed from probation. Obtaining a grade of "C" or higher will replace the previous substandard grade.

The student may appeal an academic dismissal and apply for reinstatement if they perceive that the dismissal was unfounded. This appeal must be submitted to the program director within one week of receiving the notice of dismissal. The letter of appeal should be no longer than one typed page and should outline any extraordinary circumstances that may have contributed to the student's academic failure. If personal or family illness is a factor, appropriate documentation from a medical professional should accompany the appeal. The letter should include a plan for successful program completion.

- If the appeal is approved, the student is advised to register for the succeeding course and arrange for academic advisement to help the student develop strategies for the program.

Internship

This on-campus Internship program with the SUNY Downstate Department of Health Information Management is designed to give the senior student an opportunity for experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. The 200-hour internship experience also allows students the opportunity to make connections in the professional arena. Placement is limited and is based on the recommendation of the faculty, combined with class participation and grades.

JOB PLACEMENT

An agreement with a major Health System allows for the top graduating student to receive employment. Additionally, leads from AHIMA, AAPC, and other agencies are shared with students. We also offer vocational counseling, resume writing, and techniques for interviewing.

Graduation Requirements

At the successful completion of the program, the student will receive an official transcript and a Certificate of Completion. Student academic records are maintained electronically. Paper records are kept for a minimum of three years.

• Students must complete all required courses listed in the Course of Study, with an earned grade of C or higher.

• Students will be required to complete all course components and examinations during the particular semester in which they are scheduled.

• Students must attend 80% of all classes.

• Tuition must be paid in full.

Student Identification

Classes are held virtually so a SUNY Downstate ID card is not necessary for participation in class work. However, each student must submit a copy of a valid State ID card, for verification, at the time of registration.

- Students participating in the Advanced course, the Internship or requiring access to the SUNY Downstate Medical Library program must request a SUNY Downstate student photo ID card. In addition to using the Downstate ID card to gain entry to the campus, students must wear the ID card at all times while on campus. Please report all lost or stolen ID's. A fee of $20 is charged for replacement of lost or stolen ID cards.

Student Handbook

Policy on Student Behavior

 The School of Health Professions requires professional conduct of all students, whether onsite or in the e-learning environment. Student behaviors must at all times support SOHPs Mission, Vision, and Values**.** Unprofessional conduct may constitute a failure to cooperate with faculty or peers, dissension, intimidation, harassment, bullying, chronic lateness or absenteeism, and loud or threatening behaviors toward a faculty member or another student. These behaviors disrupt the learning environment and may result in suspension or possible termination. A student terminated for unsatisfactory conduct may not be allowed to re-enter the program.

Professionalism/E-Professionalism

SUNY Downstate subscribes to the ethos that all learning must occur in an environment of mutual respect between teacher and learner. All participants in the educational endeavor must assume their responsibilities in a manner that enriches the quality of the learning process in order for effective, caring, and compassionate teaching and learning to occur. However, we acknowledge that, from time to time, there may be inappropriate actions or mistreatment of individuals. These may be alleged, perceived, or real incidents. In such an event a report is made to the Director of the Program, which may be followed by a report to the Ombudsman.

Ombudsman Office

The Ombudsman Office provides an objective third party to report complaints about unprofessional behavior, abuse or harassment of a verbal, physical or sexual nature.

Student Services
• *Registrar • Bursar • Library • Technology Support • Blackboard Support • Bookstore*

Travel Directions and Parking

Use this link for directions :

https://www.downstate.edu/about/contact-us/directions-locations-parking

PARKING
Street parking is available or students may use parking facilities at NYC Health + Hospitals Corporation @ Kings County. 581 Clarkson Ave., Brooklyn, 11203. **Fees apply for parking**

Contact Information

Students are expected to update their contact information and notify the program of any changes within two weeks.

PROGRAM CONTACT:

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