MEDICAL OFFICE ADMINISTRATIVE PROCEDURES I
BMED 116 3 Credits/Units
22 hours of lecture / 22 hours of lab
Prerequisite: Completion of, or concurrent enrollment in, BMED 110 and completion of BTEC 149 or 150, or instructor permission.
Introduction to administrative positions in the medical field. Students gain introductory administrative competencies compliant with CAAHEP and other related professional organizations. The lab portion of the class prepares the student in medical office competencies and relevant software. Strong teamwork and time management skills are necessary to be successful in this rigorous course. Cannot receive credit for both BMED 115 and 116/117. [GE]

MEDICAL OFFICE ADMINISTRATIVE PROCEDURES II
BMED 117 3 Credits/Units
22 hours of lecture / 22 hours of lab
Prerequisite: Completion of BMED 116 or instructor permission.
Students will complete the competencies and coursework needed to successfully perform administrative and management duties in an outpatient medical clinic. This course continues where BMED 116 leaves off, offering the continuing student more coding, financial tasks, accounting practices, office management and human resource duties. Strong teamwork and time management skills are necessary to be successful in this rigorous course. Cannot receive credit for both BMED 115 and 116/117. [GE]

MEDICAL REIMBURSEMENT
BMED 129 5 Credits/Units
55 hours of lecture
Concurrent enrollment in BMED 111.
Prerequisite: A grade of "C" or better in BMED 110.
Overview of inpatient, outpatient health, insurance plans, revenue cycles, health insurance claims, health insurance terminology, reimbursement methodologies for professional services, completion of CMS/1500 and UB-04 billing forms. Topics include compliance issues, fraud and abuse/HIPAA issues, processing various perspective payment systems. [GE] [PNP]

MEDICAL CODING - CPT/HCPCS
BMED 130 4 Credits/Units
44 hours of lecture
Prerequisite: A grade of "C" or better in BMED 111.
Introduction to procedural coding in ambulatory settings using the CPT Code Set and HCPCS (Health Care Financing Common Procedure Coding System). Student is introduced to the symbols, terminology and methods of procedural coding used by physicians and third parties and is guided step-by-step through various procedural coding scenarios by means of workbook exercises and actual case studies. The format and guidelines of the CPT and HCPCS code sets are reviewed to include E/M codes and modifiers. Reviews medical/surgical terminology, surgical/anatomical procedures, anesthesia, pharmaceuticals, and durable medical goods. Looks at CPT's position as it relates to ICD-9 and ICD-10 in today's coding world. [GE]
Responding to subpoena duces tecum of medical records. [GE]

Introduction to the use of the ICD-9-CM and ICD-10 (International Classification of Disease, 9th 10th Edition, Clinical Modification) coding system as it is used in inpatient, ambulatory and long term care. Content and purposes of indexes and registers are reviewed. Implications of diagnostic related groups (DRGs) and other prospective payment systems and their relationships to coding assignments and financing of health care, theory and practice are provided in coding problem solving and data quality content and measures. [GE]

**MEDICAL CODING**

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<tr>
<th>Course Code</th>
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<th>Credits/Units</th>
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<tbody>
<tr>
<td>BMED 132</td>
<td>55 hours of lecture</td>
<td>5 Credits/Units</td>
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**Prerequisite:** A grade of "C" or better in BMED 111.

Introduction to use of the ICD-9-CM and ICD-10 (International Classification of Disease, 9th 10th Edition, Clinical Modification) coding system as it is used in inpatient, ambulatory and long term care. Content and purposes of indexes and registers are reviewed. Implications of diagnostic related groups (DRGs) and other prospective payment systems and their relationships to coding assignments and financing of health care, theory and practice are provided in coding problem solving and data quality content and measures. [GE]

**INTERMEDIATE MEDICAL CODING**

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<tr>
<td>BMED 133</td>
<td>55 hours of lecture</td>
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**Prerequisite:** A grade of "C" or better in BMED 129, BMED 130 and BMED 132, or consent of Instructional Unit.

Coding systems used in hospitals, physicians' offices and long-term care sites. Emphasis on ICD-9-CM (International Classification of Diseases, 9th Edition, Clinical Modification) and CPT (Current Procedure Terminology). Topics include content and purposes of disease and procedure indexes, as well as the purposes of abstracting from patient medical records; implications of diagnostic related groups (MS-DRGs) and ambulatory payment classifications (APCs) and their relationship to coding assignment and financing of hospital care; relationships of coding assignment and financing of physician office care; coding problem solving and measures for data quality and compliance. Class activities include coding practice using actual patient records and ICD-9-CM/CPT encoder. [GE]

**LEGAL ASPECTS OF HEALTH INFORMATION**

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<th>Course Code</th>
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<tr>
<td>BMED 139</td>
<td>22 hours of lecture</td>
<td>2 Credits/Units</td>
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Introduction to legal concepts with particular focus on healthcare providers and records generated in the practice of medicine, including administration of law, legal and court structure and function, and managing the release of patient information. Topics include liability of hospital and providers of care as well as current pertinent legislation, legal status of medical staff, laws relating to bioethical issues. [GE]

**MEDICAL OFFICE CLINICAL PROCEDURES I**

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<th>Credits/Units</th>
<th>Hours of lecture / hours of lab</th>
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<tr>
<td>BMED 163</td>
<td>6 Credits/Units</td>
<td>44 hours / 22 hours</td>
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Concurrent enrollment in BMED 130 and HLTH 124 required or consent of Instructional Unit.

**Prerequisite:** A grade of "C" or better in BMED 105, 112, 117, 129, 132, 138, HEOC 120 and CMST 230 and consent of Instructional Unit.

Principles of medical office clinical procedures including preparing a patient for assisting a physician with examinations, procedures, and components of patient history. Covers charting, vital signs, sterile setups, universal blood precautions and methods of asepsis and sterilization. Topics also include techniques in patient interviewing and education. Lab provides the opportunity for practice and to demonstrate proficiency in procedures. [GE]

**LEGAL ASPECTS OF THE MEDICAL OFFICE**

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<tr>
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<th>Credits/Units</th>
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<tr>
<td>BMED 138</td>
<td>22 hours of lecture</td>
<td>2 Credits/Units</td>
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Introduction to medical law, ethics and bioethics. Topics will include: ethics and bioethics in the practice of medicine, professional codes of ethics, an introduction to law, legal guidelines and the practice of medicine including professional liability, public duties, consents, advance directives, anatomy of a malpractice case, legal aspects of medical records, confidentiality, security of patient information and the release of patient information, patient access to their own medical records, and responding to subpoena duces tecum of medical records. [GE]

**MA ASSISTANT EXAMINATION REVIEW**

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<tr>
<td>BMED 139</td>
<td>2 Credits/Units</td>
<td>22 hours of lecture</td>
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Concurrent enrollment in BMED 166 required.

**Prerequisite:** A grade of "C" or better in BMED 163, 164 and 165 or consent of Instructional Unit.

Review of Medical Assistant administrative and clinical competencies including anatomy and physiology, medical terminology and legal aspects. Discussion of studying and test taking techniques to prepare for the NCCT Medical Assisting certification and the CMA certifications. Students will have a registration date to complete both exams by class completion. [GE]

**MEDICAL OFFICE CLINICAL PROCEDURES II**

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<th>Credits/Units</th>
<th>Hours of lecture / hours of lab</th>
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<tbody>
<tr>
<td>BMED 164</td>
<td>6 Credits/Units</td>
<td>44 hours / 44 hours</td>
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Concurrent enrollment in BMED 137 and 165 required or consent of Instructional Unit.

**Prerequisite:** A grade of "C" or better in BMED 105, 112, 117, 129, 132, 138, HEOC 120 and CMST 230 and consent of Instructional Unit.

Continuation of Medical Office Clinical Procedures I covering medical office clinical procedures including methods of collecting blood, processing specimens, equipment preparation and operation, electrocardiology, medication administration, medical and surgical asepsis. The lab provides an opportunity to practice procedures and demonstrate proficiency. [GE]
MEDICAL OFFICE LABORATORY PROCEDURES
BMED 165 4 Credits/Units
22 hours of lecture / 44 hours of lab
Concurrent enrollment in BMED 137 and 164 required or consent of Instructional Unit.
Prequisite: A grade of "C" or better in BMED 163 or consent of Instructional Unit.
Introduction to specimen collection and processing. Performing basic CLIA waived hematology, chemistry and immunology testing; microscopic urine tests including gram smears; basic culture techniques and blood typing. Equipment use and maintenance, re-agent storage and handling. Quality control measures. Lab safety emphasized. Cannot receive credit for both HEOC 160 and BMED 165. [GE]

MEDICAL ASSISTANT PRACTICUM
BMED 166 6 Credits/Units
11 hours of lecture / 165 hours of clinical
Concurrent enrollment in BMED 139 required.
Prequisite: A grade of "C" or better in BMED 164, 165 and consent of Instructional Unit.
Supervised medical assistant experience in a health care facility. Provides students with the opportunity to apply knowledge and skill in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers. [GE, HR]

HEALTH INFORMATION PROCEDURES
BMED 222 5 Credits/Units
44 hours of lecture / 22 hours of lab
Prequisite: A grade of "C" or better in BMED 103 and 105.
Introduction to health information procedures, principles and practice standards associated with medical record department and health unit coordinator responsibilities. Topics include: licensing, regulation, and accreditation of health care facilities, hospital organization, patient registration, health care statistics, medical record content, medical record assembly, analysis and coding. CPT coding (ICD-9-CM and ICD-10-CM) will be introduced as well as a review of other medical classifications of nomenclatures classification and nomenclatures. Completion of, or concurrent enrollment in BIOL 164/165 or HEOC 100, or consent of Instructional Unit. [GE] [PNP]

MEDICAL OFFICE PRACTICUM
BMED 225 2 Credits/Units
11 hours of lecture / 33 hours of clinical
Prequisite: Consent of Instructional Unit.
Supervised learning in a clinic, medical center, or other health care facility, practicing medical office administrative responsibilities. [GE, HR]

MEDICAL OFFICE PRACTICUM
BMED 226 3 Credits/Units
11 hours of lecture / 66 hours of clinical
Prequisite: Consent of Instructional Unit.
Supervised learning in a clinic, medical center, or other health care facility, practicing medical office administrative responsibilities. [GE, HR]

HEALTH DATA CONTENT AND STRUCTURE
BMED 227 3 Credits/Units
22 hours of lecture / 22 hours of lab
Prequisite: Completion of with a grade of "C" or concurrent enrollment in BMED 222.
Analysis and utilization of health record content with emphasis on physician's orders, clinical lab tests, diagnostic and treatment modalities and pharmacology and an overview of applicable consent and confidentiality principles. Students will participate in hands-on lab application of healthcare procedures via the AHIMA web-based Virtual lab. [CP]

MEDICAL DOCUMENT MANAGEMENT AND TECHNOLOGY
BMED 228 3 Credits/Units
33 hours of lecture
Prequisite: A grade of "C" or better in BMED 222, or consent of Instructional Unit.
Fundamental principles in identifying and applying inpatient and outpatient records and reports. Strong skills in English, spelling and grammar, medical terminology, attention to detail, proofreading, and quality assurance are recommended. Completion of with a grade of "C" or concurrent enrollment in BMED 222.

HIIM DIRECTED PRACTICE
BMED 229 1 Credit/Unit
33 hours of clinical
Prequisite: Successful completion of the following: BMED 116, 222 and 228 or Consent of the Instructional Unit.
Supervised learning in a clinic, medical center, campus, or other health care facility to practice medical office administrative and HIIM responsibilities. Topics include extrapolating, correcting, analyzing for completeness, abstracting reports for release of information (ROI), coding, billing and communication competencies using actual electronic medical records and medical charts. Provides students the application of classroom and laboratory objectives in a supervised affiliation site. Performed under leadership of a registered health information administrator or registered health information technician.

INTRODUCTION TO PATIENT NAVIGATION & ADVOCACY
BMED 233 5 Credits/Units
55 hours of lecture
Prequisite: Successful completion with a "C" or better in BMED 234 or consent of the Instructional Unit.
Introduces introduction to chronic illness, and health coaching.

INTERMEDIATE PATIENT NAVIGATION & ADVOCACY
BMED 234 5 Credits/Units
55 hours of lecture
Prequisite: Successful completion with a "C" or better in BMED 233 or consent of the Instructional Unit.
Builds on the foundations developed in Introduction of Patient Navigation Advocacy. Additionally topics covered are care coordination and navigation, client characteristics, an overview of behavioral health, strategies to influence outcomes, and advanced communications.

ADVANCED PATIENT NAVIGATION & ADVOCACY
BMED 235 5 Credits/Units
55 hours of lecture
Prequisite: Successful completion with a "C" or better in BMED 234 or consent of the Instructional Unit.
Builds on the concepts covered in Intermediate Patient Navigation Advocacy. Additionally topics covered are care transitions, preventive healthcare, continued discussion of chronic illness, end of life care, and challenges particular to care navigation.

AGING AND THE AGING POPULATION
BMED 237 2 Credits/Units
22 hours of lecture
Prequisite: A grade of "C" or better in BMED 222, or consent of Instructional Unit.
Covers topics surrounding the specific needs, conditions and support for the aging population to include strategies leading toward positive patient experience and outcomes. This coursework is highly recommended for all students who might work with or care for an elderly person. [GE]
BEHAVIORAL HEALTH AND CARE COORDINATION
BMED 238 2 Credits/Units
22 hours of lecture
Topics covered in this course address the specific needs, conditions and support for patients with mental or behavioral health issues. In addition to an overview of mental/behavioral health this course will deal specifically with Mental Health First Aid, how to deal with anxiety, depression, suicide and other common mental/behavioral health issues including strategies leading toward positive patient experience and outcomes. [GE]

INTERMEDIATE ANATOMY AND PHYSIOLOGY
BMED 242 3 Credits/Units
22 hours of lecture / 22 hours of lab
Prerequisite: Successful completion with a "C" or better of BMED 112 and BMED 132.
Expanded exploration of human anatomy and physiology with an emphasis on medical record extrapolation, analysis of medical procedures, continuation of pathophysiology as applied to medical coding and health information management. The student will apply prerequisite coursework to common procedures, treatments and standard of care with consideration and exploration of current laws, such as the Affordable Care Act and Meaningful Use and their impact on patient care, billing and health information management.

MEDICAL OFFICE CAPSTONE PRACTICUM
BMED 250 3 Credits/Units
22 hours of lecture / 33 hours of clinical
Prerequisite: A grade of "C" or better in BMED 222 or consent of Instructional Unit.
Supervised learning in a simulated health care environment where students will be extrapolating, correcting, analyzing for completeness; abstracting reports for release of information (ROI); coding and billing using actual electronic medical records and charts. In addition, students will develop in-depth knowledge of career opportunities and medical administrative team environments. [GE]

SELECTED TOPICS
BMED 280 3 Credits/Units
33 hours of lecture
The course focuses on selected topics in Business Technology. Topics vary, and course theme and content change to reflect new topics. Because the course varies in content, it is repeatable for credit for different topics. Individual topics are listed in the term class schedules. [GE]

SPECIAL PROJECTS
BMED 290 5 Credits/Units
55 hours of lecture
Prerequisite: Consent of Instructional Unit.
Opportunity to plan, organize and complete special projects approved by the faculty of the department. [GE]

CAPSTONE
BMED 299 2 Credits/Units
11 hours of lecture / 22 hours of lab
Capstone project to expand knowledge by studying selected BMED topics. Normally taken during the final term of the program. Application of many topics covered in the other program courses in a simulated employee team or small group setting. Projects must be pre-approved by the instructor.