

**Boston Reed College  
Medical Biller Program**

**Syllabus**

<b>Week</b>	<b>Assignment</b>	<b>Medical Terminology</b>	<b>Distance Learning</b>
1	Course Introduction Introduction to Medical Terminology	Part I – Introduction to Medical Terminology	Assign: Study Skills
2	Chapter 1- Insurance Overview	Part II – The Human Body in Health and Disease	Due: Study Skills
3	Chapter 2- HIPAA Privacy Rule Overview	Part II A – Word Part Review	
4	Chapter 3- Source Documents	Part III – The Respiratory System	Assign: Customer Service
5	Chapter 4- Introduction to Coding/ Guidelines Overview	Part IV – The Muscular System	
6	Chapter 5- Coding Diagnosis: ICD-9-CM	Part V – The Integumentary System	Due: Customer Service
7	Chapter 6- Coding Diagnosis: ICD-10-CM	Part VI – The Cardiovascular System	
8	Chapter 7- Coding Procedures: CPT	Part VII – The Urinary System	
9	Midterm Review		
10	Midterm		
11	Chapter 8- Coding Procedures: ICD-9-CM Volume 3 and ICD-10-PCS	Part VIII – The Digestive System	
12	Chapter 9- Complete Coding Practice: ICD-9-CM and CPT	Part IX - The Nervous System	Assign: Difficult People
13	Chapter 10- Health Insurance Claim Form CMS-1500	Part X – Special Senses: Eyes and Ears	
14	Chapter 11- Electronic Claims Management: Using Patient Accounting Software	Part XI – The Skeletal System	Due: Difficult People
15	Chapter 12- Working with Insurance Companies	Part XII – The Endocrine System	
16	Chapter 13- Receiving Revenues	Part XIII – The Lymphatic and Immune System	
17	Chapter 14- Complete Coding and Claims Practice		
18	Final Review		
19	Final		