# QuickStudy MEDICAL

# Medical Coding

**Essential guidelines & tips to core coding procedures & practices, including: ICD-10-CM, CPT-4 & HCPCS Level II**

## General Coding & Legal Guidelines

### Medical Care + Preventative Care = Health Care

- **Health care** is a comprehensive system that focuses on establishing and maintaining each individual's good health
- **Third-party payer** is the person or organization not involved in the health care relationship except for their obligation to pay for the encounter and services involved
  - Party #1: The health care provider
  - Party #2: The patient
  - Party #3: The insurance carrier (third-party payer)
- **ICD-10-CM** stands for **I**nternational **C**lassification of **D**iseases, **10**th Revision, **C**linical **M**odification
- **ICD-10-CM** used to code diagnoses
- **ICD-10-PCS** contains codes used to bill for inpatient (hospital) procedures
- **CPT** stands for **C**urrent **P**rocedural **T**erminology, and is used to code procedures
- **HCPCS** stands for **H**ealth care **C**ommon **P**rocedural **C**oding **S**ystem
- **HCPCS Level II** is a book containing codes used to bill for dental procedures, durable medical equipment (DME), drugs, and other services and supplies; codes are used to report services, procedures, and supplies not included in CPT
  - **A**dvanced **L**ife **S**upport (ALS) is a level of service provided by ambulance personnel
  - **DMEPOS: D**urable **M**edical **E**quipment, **P**rosthetic, and **O**rthotic **S**upplies
- **Durable Medical Equipment (DME):** medical supplies that either can be used by several individuals or that last a long time, such as a cane or a wheelchair
- **Outpatient:** an individual provided health care services without an overnight stay in the facility
- **Inpatient:** an individual staying overnight in an acute-care or other health care facility

### Legal Guidelines

- **HIPAA: H**ealth **I**nsurance **P**ortability and **A**ccountability **A**ct, a federal law

**TIP** If you don't know, you don't code! Don't assume! Don't guess! Don't suppose!

### CODING TIPS

| ABC123 | Never code out of the Alphabetical Indexes! |
|---|---|
| Back Coding | After coding a patient's encounter from the physician's notes, make certain you back code to double-check your work; wait a little while, then go into the ICD-10-CM Tabular List and into the CPT numerical listing, and look up the codes you found earlier; match the descriptions you see to the key words from the physician's notes; this may help you find any errors |
| CC | Chief Complaint: concise statement about the reason for the encounter |
| Medical Record Documentation | The records for each patient encounter should include: · Reason for encounter and relevant history, physical exam findings, and prior diagnostic test results · Assessment, clinical impressions, and/or diagnosis · Plan for care · Date and legible identity of observer or provider |
| Who = The Patient Why = Diagnosis Code(s) What = Procedure Code(s) How = External Cause Codes | · Why did the patient come to see the provider? · What did the provider do in response to the **why**? · How did the injury or poisoning happen? · Where did it happen? |

- **HIPAA's Privacy Rule** is about protecting the patient's privacy; this law simply assures each and every person coming to any health care facility that his/her personal and private information will be protected and treated with respect
- **Coding for coverage** means that a code is changed to fit what the insurance company will pay for rather than accurately reflecting the procedure that was performed
- **Medical necessity (medically necessary)** is the determination that the provider was acting according to standard practices in providing this procedure for an individual with this diagnosis; use of **ICD-10-CM Diagnosis Codes** establishes a medical reason (medical necessity) for providing the services and/or procedures claimed
- **Mutually exclusive codes** report conditions that cannot be in the same patient at the same time
- **Supporting documentation** refers to the paperwork in the patient's file that corroborates the codes presented on the claim form for that particular encounter
- **Unbundling** means that individual parts of a specific procedure were used rather than a combination or bundle that includes all those components
- **Upcoding** means that a code is used on a claim form indicating a higher level of service than was actually performed

### Rules of Legal & Ethical Coding

- The codes indicated on the claim form **must represent** the services actually performed, and are supported by the notes and other documentation in the patient's health record
- **Coding for coverage**—using codes not chosen for the best, most accurate code available, but rather, with regard to what procedures the insurance company will pay for (i.e., "cover")—is dishonest and is considered **fraud**
- **Upcoding**—using a code that indicates that a higher level of service was provided than was actually performed—is unethical and **illegal**
- Submitting a claim for services that have already been billed for is called **double billing** and **constitutes fraud**
- **Unbundling**—using individual (also known as

component) service codes when a comprehensive or combination (bundle) code is available—is **illegal**
- The use of **mutually exclusive codes**—codes identified as not permitted to be used on the same claim form—is considered **unethical**
- **Separating codes** relating to a single encounter and placing them on several claim forms over the course of several days is **not legal or ethical**

### Definitions

**TIP**

**6 Steps to Accurate Coding**
1. Read through the Superbill and the physician's notes
2. Abstract physician's notes
3. Query the health care provider if details are missing or unclear
4. Code the diagnosis(es)
5. Code the procedure(s)
6. Link every procedure code to at least one diagnosis code to document medical necessity

### Methods of Administering Medications

| IA | Intra-arterial (into the artery) |
|---|---|
| ID | Intradermal (skin test) |
| IM | Intramuscular (into the muscle) |
| INH | Inhaled solutions (breathed in by the patient) |
| IO | Intraosseous (into the bone) |
| IP | Intraperitoneal (into the abdominal wall) |
| IT | Intrathecal (into spinal fluid) |
| IV | Intravenous (into the vein) |
| ORAL | Orally (by mouth) |
| OTH | Other—includes suppositories, catheter injections, etc. |
| SC, SubQ | Subcutaneous (below the surface of the skin) |
| VAR | Various—includes administration into joints, cavities, tissues, or topical applications |

- **CLIA: C**linical **L**aboratory **I**mprovement **A**mendments; federal legislation created for the monitoring and regulation of clinical procedures
- **EPSDT: E**arly and **P**eriodic **S**creening, **D**iagnostic, and **T**reatment services; a Medicaid preventive health program for children (under 21 years of age)
- **HPSA: H**ealth **P**rofessional **S**hortage **A**rea
- **Locum Tenens:** a physician that fills in, temporarily, for another physician

**TIP** · Use a medical dictionary to ensure you know what the terms mean
· Always check for symbols and notations to guide you to the correct code

# Guide To Medical Billing And Coding

**Sandra L. Johnson,Robin Linker**

**Guide To Medical Billing And Coding:**

   **Guide to Medical Billing and Coding** Inc Icdc Publishing,2007 Medical billing is one of the fastest growing employment opportunities in the United States today Insurance companies medical offices hospitals and other health care providers are in great need of trained personnel to create medical claims This book will ensure learning the skills necessary to become a successful medical claims biller It is presented in a comprehensive yet user friendly way following a logical learning format beginning with a broad base of information and then step by step following the course for creation of a medical claim This book teaches the skills necessary to become a well rounded medical biller By completing this course of study with a satisfactory grade the user will be granted a certificate and can have the opportunity to work towards an Honors Certificate which is even more valuable to a potential employer   Medical Billing & Coding For Dummies Karen Smiley,2024-10-29 The essential guide for medical billing professionals updated for ICD 11 standards Medical Billing Coding For Dummies will set you up for success in getting started as a medical biller and coder To ensure data accuracy and efficient data processing medical offices need professionally trained coders to handle records This book provides prospective allied health professionals with everything they need to know to get started in medical billing and coding as a career In addition to an introduction to the basics of medical coding you ll get information on how to find a training course meet certification requirements and deal with government agencies and insurance companies Learn about the standard practices in the medical billing industry and get up to speed on the ethical and legal issues you re likely to face on the job This accessible guide is a great entry point and a great refresher for anyone interested in the medical billing and coding profession Get a primer on your career options in the field of medical billing Learn coding practices for telehealth viral outbreaks and other emerging issues Update your knowledge of the changes between ICD 10 and ICD 11 coding systems Find training programs and explore your options for certification This Dummies guide is an accessible entry point for prospective professionals looking get a jump on their new career and current professionals intent on staying up to date in this flexible and growing field   **Medical Billing & Coding For Dummies** Karen Smiley,2019-11-08 The definitive guide to starting a successful career in medical billing and coding With the healthcare sector growing at breakneck speed it s currently the largest employment sector in the U S and expanding fast medical billing and coding specialists are more essential than ever These critical experts also known as medical records and health information technicians keep systems working smoothly by ensuring patient billing and insurance data are accurately and efficiently administered This updated edition provides everything you need to begin and then excel in your chosen career From finding the right study course and the latest certification requirements to industry standard practices and insider tips for dealing with government agencies and insurance companies Medical Billing Coding For Dummies has you completely covered Find out about the flexible employment options available and how to qualify Understand the latest updates to the ICD 10 Get familiar with ethical and

legal issues Discover ways to stay competitive and get ahead The prognosis is good get this book today and set yourself up with the perfect prescription for a bright secure and financially healthy future **Newman's Billing and Coding Specialist Study Guide** Xaiver Newman,Xaiver R S Newman Nrccs,2012-01-01 Medical coding professionals provide a key step in the medical billing process Every time a patient receives professional health care in a physician s office hospital outpatient facility or ambulatory surgical center ASC the provider must document the services provided The medical coder will abstract the information from the documentation assign the appropriate codes and create a claim to be paid whether by a commercial payer the patient or CMS While the medical coder and medical biller may be the same person or may work closely together to make sure all invoices are paid properly the medical coder is primarily responsible for abstracting and assigning the appropriate coding on the claims In order to accomplish this the coder checks a variety of sources within the patient s medical record i e the transcription of the doctor s notes ordered laboratory tests requested imaging studies and other sources to verify the work that was done Then the coder must assign CPT codes ICD 9 codes and HCPCS codes to both report the procedures that were performed and to provide the medical biller with the information necessary to process a claim for reimbursement by the appropriate insurance agency This text is intended to dispel any ambiguity prior to taking your national certification This text contains over 400 preparatory examination questions covering ICD 9 ICD 10 Revenue cycle Medical report extrapolation assignments HCPCS UB04 and CPT **Understanding Medical Coding: A Comprehensive Guide** Sandra L. Johnson,Robin Linker,2015-12-29 Learn everything you need to know about medical coding with the practical and easy to understand UNDERSTANDING MEDICAL CODING A COMPREHENSIVE GUIDE 4E Using clear step by step instructions readers learn how to code a claim correctly and link the correct CPT and ICD 10 CM codes for reimbursement They gain an understanding of adjustments how and when to bill patients and what to do in case of a denial or rejection Thoroughly updated coverage introduces the industry s new standard ICD 10 CM This edition also details CPT coding and modifiers with more code specific information and a concentration on specialty coding and levels of coding Case studies practice exercises tips examples charts and photos help improve performance and ensure that readers are well prepared for medical coding positions in a variety of settings Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Medical Billing & Coding Beginner's Guide** Eva Miller,2023-07-13 *Guide to Medical Billing* ICDC Publishing Inc,ICDC Publishing Inc. Staff,2005-05 Ideal for two year and career college program in medical billing and coding Practical Guide to what students need to succeed in the job including professionalism billing and coding skills and general studies Written with one goal to ensure students succeed the first and every day as a medical biller It is ideal for learning how to perform as a medical biller coder **Medical Coding** S L Mills,2023-06-26 Why become a Medical Coder PROS OF MEDICAL CODING AND BILLING 1 It s a Rewarding Job For people who like to work independently and are motivated to get things done without being

micromanaged medical billing and coding is a great career choice Medical coding and billing is a good way to start your career in healthcare help patients and earn a decent living 2 You Can Work From Home Medical billing and coding is often a remote job meaning you can usually work from home This also allows you to pursue contract and freelance medical billing jobs By saving time and effort by not commuting this career can also reduce your stress and help you achieve better work life balance Many medical offices were already taking medical billing jobs remote but in the aftermath of the pandemic this became one of the jobs that has become almost entirely remote Electronic health records have made this a job that allows medical billing specialists to work from anywhere they have a broadband internet connection 3 Training Can Be Completed Quickly Some medical industry jobs require several years of education Medical coding and billing specialists can often complete a training program and earn certification in less than a year 4 Good Work For Introverts If you do your best work alone focused on your job away from other people medical billing and coding may be an ideal job for you Since the work is almost always remote you can work from a home office and avoid being around other people 5 Work As an Independent Contractor Many billers and coders work as independent contractors not as employees Medical coders and billers who work as 1099 independent contractors may work alone or in a team of contractors 6 Steady Job Outlook What skills are needed to thrive in a Medical Coding career This book is a guide for aspiring or established Coding Professionals who seek relevant career advice on what it takes to be successful in a challenging yet fulfilling career as Medical Coder Navigating evolving coding tools such as EHRs computed assisted coding How to take your knowledge and transition your career from Professional coding to A facility Emergency Department Coder Move up the career ladder at your facility by growing your knowledge in CPT to become an outpatient surgery coder Maybe you re an experienced inpatient coder and want to transition to a Coding Auditor or Education This book offers relevant career guidance to help on your journey in the medical profession      Medical Billing N' Coding Q/A Lisa Lambert,2020-01-13 This is a book for questions about what medical coding and medical billing is how to start your own business as a medical coder at home or even a medical biller The book tutors students to pass the AAPC CPC exam The book also has full course information The sessions include Medical Billing Coding Medical Terminology body systems definitions and a host of surgical descriptions The book also has testing techniques along with pictures to give you an idea of what the field is about The class is about motivation and helping people achieve their goals The book has a huge amount of answers for people who are wanting to grow into the next level of Medical Billing and Coding or just for people who are at home who want to learn about medical coding and billing as a profession and how they can learn the skill This book is an informational tool for those who want many questions answered about billing and coding The awesome thing that stands out in this book is that you can ask the author questions live if the reader does not see something that they may have a question about they can email the author or via phone contact The reader can also contact the instructor through the class to ask questions this is all free The book is designed to educate and inform new students and

prior students on how to take the billing and coding to the next level All the stories and summaries in the book are real life experiences The book introduces a class session that can be taken at the pace of the student whether you are working full time or part time a schedule will be prepared for the student to accomplish their goal Most importantly information on passing the CPC certified professional coder exam this exam is given through AAPC American Academy of Professional Coders it is one of the most important exams a student will take The fun of just mastering a skill and knowing how well you are in it and how you can perform the task is a plus in the billing and coding world Being certified will set you apart from the uncertified you will have more of an opportunity to excel in the field either working at home or in a medical facility You and I will take this journey together If your home and watching television just trying to figure out what to do what is next what career should you do this is the one for you Read the book all those questions you had will be answered In this book you will see motivation inspiration and transformation     Master Medical Coding Sadia Randall,2025-10-08 Embark on your journey to mastering medical coding with Master Medical Coding A Beginner s Guide to Billing Success This comprehensive guide is designed to equip you with the essential skills and knowledge needed to confidently navigate the complex world of medical billing and coding Whether you re a recent graduate a healthcare professional looking to enhance your career prospects or simply curious about this crucial field this book is your perfect starting point Features This beginner friendly guide features clear and concise explanations of complex medical coding concepts including ICD 10 CM and CPT coding systems It s packed with practical examples real world case studies and interactive exercises that reinforce your learning We utilize a step by step approach breaking down intricate processes into manageable chunks ensuring a smooth learning curve The book also includes access to supplementary online resources such as downloadable coding practice sheets and helpful templates Finally we ve incorporated a glossary of key terms and a comprehensive index for easy reference Advantages Unlike other medical coding textbooks Master Medical Coding prioritizes practical application over abstract theory You won t just learn the rules you ll learn how to apply them effectively in real world scenarios Our engaging writing style keeps you motivated and prevents the subject matter from feeling overwhelming The inclusion of supplementary online resources provides a flexible and adaptable learning experience The practical approach will save you time and frustration helping you to quickly grasp complex concepts This book is updated regularly to reflect the latest changes and updates in medical coding regulations ensuring you always have access to the most current information Benefits By mastering the content in this book you will Increase your earning potential Become a highly sought after medical coder with in demand skills Boost your career prospects Open doors to a wide range of rewarding healthcare careers Improve accuracy and efficiency Minimize billing errors and streamline the revenue cycle for your medical practice Gain confidence in your abilities Master the intricacies of medical coding with a clear easy to understand guide Reduce stress and improve job satisfaction Navigate medical billing with increased confidence and proficiency Master Medical Coding A Beginner s Guide to Billing Success is more than just a

textbook it s your key to unlocking a successful and rewarding career in medical coding Start your journey today

**Medical Coding Certification Exam Preparation: A Comprehensive Guide** Cynthia Ward,Cynthia Stewart,2013-02-21 Medical Coding Certification Exam Preparation is the resource your students need to prepare for the CPC and other coding certification exams It provides a comprehensive review of topics students need to know for these exams including coverage of anatomy medical terminology pathophysiology as well as concepts guidelines and rules of medical coding Authors Cynthia Stewart and Cynthia Ward bring a fresh approach to exam prep based on their teaching experience and helping students prepare for certification exams They provide the necessary tools to understand how to break each case down and translate services procedures and diagnoses into the most appropriate codes for reimbursement

Guide to Advanced Medical Billing Sharon Brown,Lori Tyler,2013-03 For courses in Medical Insurance Medical Billing and Coding and Health Claims Reimbursement Advanced Medical Billing and Coding A Reimbursement Approach offers an innovative look at the complete billing coding and medical claims reimbursement process Its unique dual perspective considers the roles of the medical billing and coding professional and the health claims examiner An extensive revision this edition includes the new ICD 10 code set the most current billing forms and coverage of the most recent healthcare legislations Four new chapters focus on processing medical claims for Non Medicare Medicare and Workers Compensation With its balanced perspective students learn the perspectives of both the medical office and insurance company which prepares them for the complete billing coding and reimbursement cycle      *A Guide to Health Insurance Billing (Book Only)* Marie A Moisio, M.A., R.H.I.A.,Marie A. Moisio,2006-03-30 A Guide to Health Insurance Billing Second Edition is an introduction to medical billing covering everything from patient registration to claims submission with an emphasis on HIPAA issues This valuable resource includes introductory concepts examples and application exercises designed to show you the basics of insurance billing You will become familiar with health insurance terminology understand the legal implications of insurance billing develop a basic understanding of medical coding systems and accurately complete insurance claim forms

**Medical Biller - The Comprehensive Guide** Viruti Shivan,2024-02-02 Dive into the world of medical billing with Medical Biller The Comprehensive Guide This extensive resource is your one stop solution for understanding and mastering the intricate processes of healthcare billing and coding This guide provides a thorough understanding of the medical billing industry including essential principles current practices and the latest updates Designed for both beginners and seasoned professionals this book covers everything from the basics of medical terminology to the complexities of insurance claim processing You will learn about the different types of health insurance plans compliance with healthcare laws and effective communication with healthcare providers and insurance companies With step by step instructions real world examples and practical tips this guide ensures you gain the skills necessary to succeed as a medical biller The book also delves into the technological aspects of medical billing such as electronic health records EHRs and medical billing software preparing you

for the digital age of healthcare Please note for copyright purposes this book does not contain any images or illustrations It is purely a textual guide aimed at delivering comprehensive knowledge in the most straightforward and efficient manner **A Guide to Health Insurance Billing** Marie A Moisio,2013-04-04 Prepare for career success with this trusted introduction to the world of health insurance billing and the dynamic growing field of health information management A GUIDE TO HEALTH INSURANCE BILLING Fourth Edition provides a thorough practical overview of key principles and current practices from patient registration to claims submission Now updated to reflect the latest trends technology terminology legal and regulatory guidelines and coding systems including ICD 10 the new edition also features a dynamic full color layout The text also includes abundant exercises examples case studies and activities focused on real world applications including step by step procedures for generating processing and submitting health insurance claims to commercial private and government insurance programs An access code for SimClaim interactive online billing software is also provided this program puts billing skills to the test with case studies that require form completion Important Notice Media content referenced within the product description or the product text may not be available in the ebook version     Medical Billing and Coding Beginners Guide Millie Reddington,2023-07-06 The Medical Billing and Coding Beginner s Guide is a comprehensive resource designed to provide aspiring professionals with the foundational knowledge and skills required to enter the field of medical billing and coding This guide serves as a practical manual offering a step by step approach and valuable insights to help beginners understand the intricacies of this essential healthcare profession Inside this guide readers will discover an introduction to the healthcare system and the role of medical billing and coding in ensuring accurate and efficient reimbursement for medical services It covers the basics of medical terminology anatomy and physiology providing a solid foundation for understanding medical documentation and coding procedures The guide explores the major coding systems such as ICD 10 CM CPT and HCPCS explaining their structure conventions and guidelines Readers will learn how to accurately assign diagnosis codes procedure codes and modifiers ensuring compliance with industry standards and facilitating proper reimbursement Furthermore this resource delves into the billing process including insurance claims submission reimbursement procedures and navigating the complexities of insurance systems It covers essential topics such as medical billing software medical claim forms and dealing with common billing errors and denials In addition the guide provides an overview of medical ethics patient privacy regulations HIPAA and the importance of maintaining accurate and confidential patient records It emphasizes the significance of professionalism ethical conduct and ongoing professional development in the medical billing and coding profession Whether individuals are considering a career in medical billing and coding or seeking to expand their knowledge in the field the Medical Billing and Coding Beginner s Guide is an invaluable resource By equipping beginners with the foundational knowledge and practical skills needed to excel in this field this guide sets them on the path to a rewarding career in healthcare administration     **Medical Coding Study Guide** Speedy Publishing,2014-11-26 Individuals who are

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Unveiling the Energy of Verbal Art: An Mental Sojourn through **Guide To Medical Billing And Coding**

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