



## **Medical Billing and Coding Mission Statement**

The Medical Billing and Coding Program's mission is to provide students with a variety of experiences and opportunities to develop the skills required for an entry-level medical biller and coder. The faculty continually assess student learning and make the necessary modifications in teaching as indicated to best prepare students for the profession and eligibility to sit for the credentialing examination. We believe that learning is a life-long process which enhances the quality of our lives as well as our students' and patients' lives.

## **Educational Goals**

The Medical Billing and Coding Program at Southwestern Illinois College will graduate students that can:

1. Perform quantitative and qualitative analysis of healthcare data according to regulatory, accreditation and compliance standards to meet all the facility's needs.
2. Assign diagnoses and procedure codes using both ICD-10 CM and CPT-4 classification systems.
3. Release patient health information data according to regulatory requirements while maintaining and enforcing patient confidentiality.
4. Calculate and interpret healthcare statistics.
5. Maintain filing, storage and retrieval systems for paper based records and computerized patient records that protect the integrity, supports objectivity and fosters trust in professional activities.
6. Collect health care data for quality management, utilization management, registries, risk management, accreditation, licensure and financial purposes.
7. Utilize common software packages.

8. Demonstrate basic knowledge of information technology and management principles.
9. Demonstrate behavior that reflects integrity, supports objectivity and fosters trust in professional activities.
10. Locate and utilize resources to foster continued learning and knowledge.
11. Present data in verbal and written forms.
12. Perform billing procedures.
13. Comply with third party payer guidelines.

Reviewed: 5/2/2017

Division: Health Sciences & Homeland Security

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Status: Accepted