

**WORK PROCESSES SCHEDULE  
MEDICAL CODING**

O\*NET-SOC CODE: 29-2071.00 RAIS CODE: 1114

**SCHEDULE OF PROCESSES:** In order to obtain well-rounded training and thereby qualifying as an experienced professional in the occupation, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following procedures, but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

	<u>Approximate</u> <u>Hours</u>
<b>RECEPTIONIST DUTIES</b> Handle incoming and outgoing calls/e-mails to and from Physicians, department administrative assistants, the billing office, compliance office and others; mail, fax, and handle correspondence.	225
<b>OFFICE PROCEDURES</b> Care and maintain office equipment; develop and maintain mailing lists and tickler file; inventory management; use Query database to retrieve information.	225
<b>INSURANCE CODING</b> Use and understand format, conventions, guidelines and rules of ICD-9-CM diagnostic and procedural coding; coding of insurance forms using ICD-9-CM and CPT; process and complete all insurance forms; code diagnoses and procedures.	1000
<b>MEDICAL RECORDS</b> Retrieving and filing of medical records; keep medical records updated; locate data in and abstract information from medical records.	306
<b>HEALTH CARE REIMBURSEMENT</b> Comply with regulations related to fraud and abuse; compare non-government payers versus government payers; compare other prospective payment systems; understand and comprehend reimbursement cycle; apply facility based codes (i.e., Diagnostic Related Groups, Ambulatory Payment Classifications, Resource Utilization Groups).	650

**MISCELLANEOUS**

306

Investigate health plan payment denials and write claims appeal; understand and follow claim rejection and resolution process; use coded data in strategic planning/reporting; perform qualitative and quantitative analysis of health records to evaluate compliance with regulations and standards; research coding updates; examine review systems.

**TOTAL**

2,712

**RELATED INSTRUCTION  
MEDICAL CODING**

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<b>Course</b>	<b>Hours</b>
Medical Terminology (state aligned course)	54
General Anatomy and Physiology (state aligned course)	90
Human Diseases in the Health Professions (state aligned course)	54
Healthcare Records and Reimbursement	54
Clinical Classification Systems	36
<b>Total</b>	<b>288</b>