

# COURSE SYLLABUS

<b>Course Title:</b>	Medical Coding I	<b>Date submitted:</b>	March 2014 (AAC: 14-29)	
<b>Department:</b>	Business and Technology			
<b>Curriculum:</b>	Business Office Technology			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BOT*181	<b>Prerequisites:</b>  C- or better in Medical Terminology (BOT*180) OR permission of Program Coordinator.	
	<b>Course Type:</b>	L		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	<b>Elective Type:</b>	G	<b>Corequisites:</b>  None	
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	<b>Credit Hours:</b>	3		
	<b>Developmental:</b> (yes/no)	No		
	Lecture:	3		
	Clinical:	0		
	Lab:	0		
Studio:	0			
<b>Contact Hours:</b>	Other: 0	<b>Other Requirements:</b>  None		
	TOTAL: 3			
<b>Class Maximum:</b>	24			
<b>Semesters Offered:</b>	F/S			
<b>Catalog Course Description:</b>	This course is the study of basic ICD-10-CM and CPT coding. Diagnoses, procedures, signs and symptoms will be studied and coded using the necessary textbooks and professional publications.			
<b>Topical Outline:</b> List course content in outline format.	1. Introduction to Coding <ol style="list-style-type: none"> <li>a. Define coding and the purposes codes serve</li> <li>b. Identify uses of codes and data bases</li> <li>c. Describe the principles of a statistical classification system</li> <li>d. Identify differences between ICD-10CM and CPT systems</li> </ol> 2. Structure and Format of ICD-10-CM & CPT <ol style="list-style-type: none"> <li>a. Define main terms and subterms</li> <li>b. Distinguish between a diagnosis and procedure code</li> <li>c. Define category, subcategory and subclassification disease codes</li> </ol> 3. Conventions used in ICD-10-CM & CPT <ol style="list-style-type: none"> <li>a. Describe uses of abbreviations</li> <li>b. Determine importance of consistency and accuracy of coding conventions</li> </ol>			

	<ol style="list-style-type: none"> <li>4. Basic Coding Principles             <ol style="list-style-type: none"> <li>a. Understand need for specificity and accuracy in coding</li> <li>b. Understand insurance forms and reimbursement issues related to proper coding</li> </ol> </li> <li>5. Supplementary Classification             <ol style="list-style-type: none"> <li>a. Describe main reasons for V code assignment</li> <li>b. Describe specific coding conventions used in assigning V codes</li> </ol> </li> <li>6. Late Effects Coding             <ol style="list-style-type: none"> <li>a. Define late effect and identify limitations</li> <li>b. Describe sequencing guidelines for late effect codes</li> </ol> </li> <li>7. Coding and Sequencing Guidelines             <ol style="list-style-type: none"> <li>a. Understand and describe the principle of coding</li> <li>b. Define the Uniform Hospital Discharge Data set and describe its purpose</li> <li>c. Define principal diagnosis/procedure</li> <li>d. Delineate principles for sequencing and selecting diagnosis for coding</li> </ol> </li> </ol>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <p><b>COURSE:</b></p> <ol style="list-style-type: none"> <li>1. understand and apply ICD-10 and CPT diagnostic codes to medical diagnoses and procedures in compliance with current practices</li> <li>2. identify and apply the specific procedures for medicine, surgery, and pathology to the preparation of medical forms and documents with accuracy</li> <li>3. understand and apply the standard medical coding system utilized by insurance carriers and medical offices</li> </ol>
	<p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><b><u>Business Office Technology: Medical Option</u></b></p> <ol style="list-style-type: none"> <li>1. understand and apply terminology used in today's technological business office; and organize, maintain, interpret, and communicate information using computers when appropriate</li> <li>5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality</li> </ol>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <p>Student performance will be measured by proficiency tests of procedure codes to identify the standard medical coding system used by insurance carriers and medical offices; proficiency tests to identify the services, procedures, and treatments performed for patients; and proficiency tests to apply diagnosis codes for illnesses and diseases to claim forms in a variety of medical environments.</p>

<p><b>Instructional Resources:</b></p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required:</b> Computer lab  <b>Desired:</b> None</p>
<p><b>Textbook(s)</b></p>	<p>Refer to current academic year printout.</p>