

COURSE SYLLABUS

Course Title:	Medical Coding I	Date submitted:	March 2014 (AAC: 14-29)	
Department:	Business and Technology			
Curriculum:	Business Office Technology			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101) <table border="1"><tr><td>BOT*181</td></tr></table>	BOT*181	Prerequisites:	
	BOT*181			
	Course Type: <table border="1"><tr><td>L</td></tr></table>	L	C- or better in Medical Terminology (BOT*180) OR permission of Program Coordinator.	
	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			
	Elective Type: <table border="1"><tr><td>G</td></tr></table>	G		
	G			
	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			
	Credit Hours: <table border="1"><tr><td>3</td></tr></table>	3	Corequisites:	
	3			
Developmental: (yes/no) <table border="1"><tr><td>No</td></tr></table>	No	None		
No				
Lecture: <table border="1"><tr><td>3</td></tr></table>	3			
3				
Clinical: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Lab: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Studio: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Other: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Contact Hours:	TOTAL: <table border="1"><tr><td>3</td></tr></table>	3	Other Requirements:	
3				
Class Maximum: <table border="1"><tr><td>24</td></tr></table>	24	None		
24				
Semesters Offered: <table border="1"><tr><td>F/S</td></tr></table>	F/S			
F/S				
Catalog Course Description:	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.			
Topical Outline: List course content in outline format.	1. Introduction to Coding <ol style="list-style-type: none"> Define coding and the purposes codes serve Identify uses of codes and data bases Describe the principles of a statistical classification system Identify differences between ICD-10CM and CPT systems 2. Structure and Format of ICD-10-CM & CPT <ol style="list-style-type: none"> Define main terms and subterms Distinguish between a diagnosis and procedure code Define category, subcategory and subclassification disease codes 3. Conventions used in ICD-10-CM & CPT <ol style="list-style-type: none"> Describe uses of abbreviations Determine importance of consistency and accuracy of coding conventions 			

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