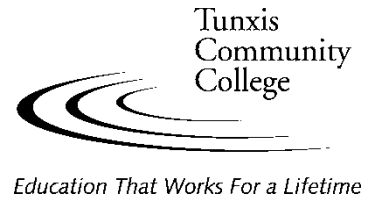


# COURSE SYLLABUS



<b>Course Title:</b>	Medical Coding II	<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) <table border="1"><tr><td>BOT*182</td></tr></table>	BOT*182	<b>Prerequisites:</b>	
	BOT*182			
	<b>Course Type:</b> <table border="1"><tr><td>L</td></tr></table>	L	C- or better in Medical Coding I (BOT*181) 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			
	<b>Elective Type:</b> <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			
	<b>Credit Hours:</b> <table border="1"><tr><td>3</td></tr></table>	3	<b>Corequisites:</b>	
	3			
<b>Developmental:</b> (yes/no) <table border="1"><tr><td>No</td></tr></table>	No	None		
No				
Lecture: <table border="1"><tr><td>2</td></tr></table>	2			
2				
Clinical: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Lab: <table border="1"><tr><td>1</td></tr></table>	1			
1				
Studio: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Other: <table border="1"><tr><td>0</td></tr></table>	0			
0				
<b>Contact Hours:</b>	TOTAL: <table border="1"><tr><td>3</td></tr></table>	3	<b>Other Requirements:</b>	
3				
<b>Class Maximum:</b> <table border="1"><tr><td>24</td></tr></table>	24	None		
24				
<b>Semesters Offered:</b> <table border="1"><tr><td>F/S</td></tr></table>	F/S			
F/S				
<b>Ability-Based Education (ABE) Statement:</b>	At Tunxis Community College students are assessed on the knowledge and skills they have learned. The faculty identified the General Education Abilities critical to students' success in their professional and personal lives. In every class, students are assessed on course abilities, sometimes program abilities, and, in most classes, at least one General Education Ability. Students will receive an evaluation of the degree to which they have demonstrated or not demonstrated that General Education Ability.			
<b>Catalog Course Description:</b>	This course is a continuation of concepts introduced in Medical Coding I. Students will utilize medical records and case histories to code the diagnoses and procedures according to the level of care received in the appropriate medical facilities.			
<b>Topical Outline:</b> List course content in outline format.	1. Introduction to the CPT <ol style="list-style-type: none"> <li>Review coding and the purposes codes serve</li> <li>The CPT Manual format</li> <li>Section, subsection, subheading, and category guidelines</li> <li>Understanding modifiers and terms, and special reports</li> </ol>			

2. Evaluation and Management
  - a. Contents of the E/M Section
  - b. Understand the three factors of E/M codes
  - c. Review medical examination elements and levels
  - d. Define E/M places of service: Outpatient, Intensive Care, Inpatient, and Emergency services
3. Anesthesia and Modifiers
  - a. Types of anesthesia
  - b. Anesthesia payment formula
  - c. Modifiers in Anesthesia
4. Introduction to Surgery and Integumentary System
  - a. Surgery section format in the CPT Manual
  - b. Understand surgical packages, bundling, and unlisted procedures
  - c. Code of procedures involving burns, debridment, surgery, lesion excision and destruction
5. Musculoskeletal System
  - a. Format of the CPT orthopedic section
  - b. Code fractures, dislocation and surgical orthopedic/neurological procedures
  - c. Understand and code implants and grafts
6. Cardiovascular System
  - a. Code from three sections: invasive, non-invasive and electrophysiological
  - b. Review of cardiovascular system
  - c. Code radiological procedures for catheterization
7. General Surgery
  - a. Understand the coding process for general surgical procedures
  - b. Understand digestive, urinary, and male genital system
  - c. Understand and distinguish surgical procedures involving endoscopy
8. Radiology Section
  - a. Review of radiology terminology
  - b. Code radiology procedures and treatments
  - c. Code of Radiation and dosimetry procedures/treatments
9. Medicine and Level II National Codes
  - a. Code immunization and vaccination treatments
  - b. Code injections consisting of therapeutic, influenza, and toxoids
  - c. Understand history of National Level coding
  - d. Review of Table of Drugs and administration
10. Overview of ICD-9CM
  - a. Review and understand the ICD-9 format and conventions
  - b. Review of the alphabetic Index Volume II
  - c. Review and understand of the ICD-9 Tabular List
  - d. Review of manifestation of disease and etiology
11. Coding of Neoplasm's and diseases
  - a. Distinguish and select correct codes for neoplasm's (tumors) based on size
12. Injuries, Industrial Accidents, and Mental Disorders
  - a. Distinguish and select correct code for all injuries including accidents and self inflicted
  - b. Select correct code for industrial accidents, external causes, and poisoning
  - c. Select correct codes for mental disorders

<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 the differentiation between the coding of a diagnosis and the procedure</li> <li>2. understand the application of ICD-9-CM and CPT diagnostic codes to code surgical procedures, medical procedures, and clinical diagnosis for insurance and Medicare/Medicaid payment</li> <li>3. understand and apply the research process in the selection of proper codes in the CPT and ICD-9-CM manual</li> <li>4. identify and apply the correct code for insurance billing and payment</li> </ol> <p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><b>Business Office Technology: Medical Option</b></p> <ol style="list-style-type: none"> <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>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>2. <b>Critical Analysis/ Logical Thinking</b> - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.                     <p><b>Demonstrates:</b> Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p><b>Does Not Demonstrate:</b> Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> </li> <li>3. <b>Ethical Dimensions (embedded)</b> - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.                     <p><b>Demonstrates:</b> Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p><b>Does Not Demonstrate:</b> Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> </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 through tests, application of information to appropriate forms, case study interpretation and application of Codes and utilization of industry specific software programs where available.</p>
<p><b>Instructional Resources:</b> 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>