

COURSE SYLLABUS



Education That Works For a Lifetime

Course Title:	Special Topics: Medical Coding II	Date of last update: (If this syllabus is being changed as part of a course change or new course proposal, enter the date of the proposal)	New February 2005 (05-24)	
Department:	Business/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: (e.g. ACC 101)	BOT *299		
	Course Type:	L & D		
	L: Lecture B: Lab X: Combined Lecture/Lab U: Studio N: Internship P: Practicum D: Distance Learning I: Individual / Independent			
	Credit Hours:	3		
	Developmental: (yes/no)	no		
	Contact Hours:	Lecture: 3 Lab: 0 Clinical: 0 TOTAL: 3		
	Class Maximum:	24		
Semesters Offered:	f/sp			
Prerequisites:	Pre-requisite: Medical Coding I (BOT* 181) or permission of Program Coordinator			
Co requisites:				
Other Requirements:				
Catalog Course Description: (Check with the Public Information Office to assure consistent taxonomy, terminology and style.)	This course is a continuation of concepts introduced in BOT*181 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. Prerequisite: C- or better in BOT*181, Medical Coding I or permission of program coordinator.			
Course Objectives & Their Evaluation: (A broad, content-based statement about what the instructor will attempt to achieve in the course.)	<p>Upon successful completion of the course students will be able to:</p> <ol style="list-style-type: none"> 1. Understand AMA coding for medical diagnosis and medical/surgical procedures. 2. Understand how modifiers affect the payment of a procedure. 3. Understand the classification of diseases for research and reporting. 4. Identify medical and surgical procedure types in a clinical or hospital setting 5. Understand higher level coding to acquire a new job or certificate in Medical Coding. <p>Student performance will be measured through tests, application of information to appropriate forms and utilization of industry specific software programs.</p>			
Specific Outcomes: (Measurable skills students will be expected to demonstrate or specific tasks the student should be able to perform, as evidence that the course content has been mastered.)	<p>Students who successfully complete the course will be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Understanding of the differentiation between the coding of a diagnosis and the procedure. 1. Understanding of and application of ICD-9-CM and CPT diagnostic codes to code surgical procedures, medical procedures, and clinical diagnosis for insurance and Medicare/Medicaid payment. 2. Understanding and application of the research process in the selection of proper codes in the CPT and ICD-9 CM manual. 3. Identification and application of the correct code for insurance billing and payment. 			
Topical Outline:	<ol style="list-style-type: none"> 1. Introduction to the CPT <ol style="list-style-type: none"> A. Review coding and the purposes codes serve B. The CPT Manual format C. Section, subsection, subheading, and category guidelines 			

- D. Understanding modifiers and terms, and special reports
- 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, In patient, 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. Coding of procedures involving burns, debridment, surgery, lesion excision and destruction
- 5. Musculoskeletal System
 - A. Format of the CPT orthopedic section
 - B. Coding fractures, dislocation and surgical orthopedic/neurological procedures
 - C. Understand and code implants and grafts
- 6. Cardiovascular System
 - A. Coding from three sections: invasive, non-invasive and electrophysiological
 - B. Review of cardiovascular system
 - C. Coding radiological procedures for catheterization
- 7. General Surgery
 - A. Understanding the coding process for general surgical procedures
 - B. Digestive, urinary, and male genital system
 - C. Understand and distinguish surgical procedures involving endoscopy
- 8. Radiology Section
 - A. Review of radiology terminology
 - B. Coding of radiology procedures and treatments
 - C. Coding of Radiation and dosimetry procedures/treatments
- 9. Medicine and Level II National Codes
 - A. Coding of immunization and vaccination treatments
 - B. Coding of injections consisting of therapeutic, influenza, and toxoids
 - C. History of National Level coding
 - D. Review of Table of Drugs and administration
- 10. Overview of ICD-9CM
 - A. Review and understanding the ICD-9 format and conventions
 - B. Review of the alphabetic Index Volume II
 - C. Review and understanding 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

Suggested Instructional Materials	<u>Step-by-Step Medical Coding 5th Edition, Carol J. Buck</u> Saunders Publishing CPT and ICD-9 CM manuals, Current Edition, AMA Press
Resources, Equipment, & Special Facilities Required:	Smart Board Technology