

COURSE SYLLABUS

Science, Allied Health, Health, & Engineering Department

Medical Coding 2 Summer Session III 2015

DoughtyHIM-F206 30 CRN: 2119

Credit Hours: 3 hrs.

Prepared by: Adrienne Doughty, CPC

Course Prerequisites: HIM205

Course Location: Online through Blackboard

Course Description

This course covers CPT® (Current Procedural Terminology) medical coding procedures and is designed to help students meet the challenge of today's changing government regulations and healthcare reporting. Included in the course is detailed information on health reform, ethical, legal, and compliance issues that relate to coding and reimbursement.

Textbooks and other required readings/computer software/materials/library reserve room:

3-2-1 Code It! 4th edition by Michelle Green, Copyright 2014

Medical dictionary of your choice (online dictionary acceptable).

Access to CPT® and HCPCS Code sets (must be 2014 copyright; see more on pg. 83 of text).

NOTE: EncoderPro.com expert online encoder software will be used to look up codes. If you have a new book you will have a 59-day free trial. If your trial is used then you will be required to buy access codes for additional time. Access code purchase will be determined by the publisher.

Overview

Coding II is a continuation of the study of medical coding. In Medical Coding I (HIM205) the focus is on the diagnoses of diseases and conditions. In Medical Coding 2, students will learn how to code procedures from the CPT® (Common Procedural Terminology). The CPT® is the most widely accepted nomenclature for the reporting of physician procedures and services under government and private health insurance programs. CPT® is the national code set and was designated as the national coding standard under HIPAA in the year 2000; as such it is required in all electronic transactions.

Scope of Course

Accurate coding is an essential component to the successful operation of any health care facility or provider's office. Proper coding determines the amount of reimbursement received for services and procedures. Those who are responsible for assigning and reporting codes and for those who work with coders, either in a technical or administrative position, must possess knowledge of coding concepts, guidelines and conventions and how to choose the proper code(s).

Program/Discipline Learning Outcomes Contained in Course:

The goal of the SAH&E is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal healthcare environment
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptability to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM206, familiarizes students with the concepts and subject matter in each of the 5 domains and 15 subdomains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

- Domain 1: Health Data Management: Health data structure, content, and standards
- Domain 3: Health Services Organization, and Delivery
- Domain 4: Information Technology and Systems

Learning Outcomes:

- Describe the history and development of CPT®, its organization, sections, guidelines, notes, and index.
- Explain the organization, format and content of CPT®
- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative (NCCI).
- Accurately apply outpatient and physician office coding guidelines when assigning procedure and service codes from CPT® which supports accurate and ethical billing through coding.
- Conduct analysis of documentation to extract accurate coding data, including operative reports, scenarios, and validate coding accuracy using clinical information found in the health record to code and sequence procedures and/or services from all sections of CPT®.
- Assignment and proper use of CPT® and HCPCS level II modifiers as appropriate.
- Master the use of specialized encoder software to locate codes and reference guidelines for proper coding in all sections of CPT®.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

**NON-DISCRIMINATION STATEMENT**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or

genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|
- Secondary Title IX Coordinator
Ms. Mary Lou Phillips
Director of Human Resources, Middlesex Community College
mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115
- Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011

Schedule

Week	Chapter	Assignments	Points
Week 1 5/25/15- 5/31/15	EncoderPro Log-in	Log in to EncoderPro software	Required
	Discussion Week #1 – <i>Meet and Greet Class</i>	Post your introduction and respond to other students	50
	Chapter 8 – <i>Introduction to CPT®</i>	Review Multiple Choice #1-20 Coding Practice I #21-15, Coding Practice III #31-35	30
	Chapter 9 – <i>Evaluation & Management-Part 1</i>	In-Chapter Exercises 9.1, 9.2, 9.3	25

<p>Week 2 5/30/15- 6/7/15</p>	<p>Chapter 9 – Part 2 Evaluation & Management</p> <p>Chapter 10 Anesthesia</p>	<p>Review Multiple Choice #1-20, Coding Practice #21, 23, 25, 29, 31, 35, 37, 41, 45, 50</p> <p>In-Chapter Exercises 10.3 #21-25 Review Multiple Choice #1-20, Coding Practice II #26, 30, 34, 36, 40, 42, 46, 50, 52, 58</p>	<p>30</p> <p>35</p>
<p>Week 3 6/6/15- 6/14/15</p>	<p>Chapter 11 Surgery Overview</p> <p>Test Chapters 8, 9, and 10</p>	<p>Review Multiple Choice #1-20, Coding Practice #21-30 and #31-40</p> <p>75 Multiple Choice Questions</p>	<p>40</p> <p>112.5</p>
<p>Week 4 6/13/15- 6/21/15</p>	<p>Chapter 12 Surgery</p>	<p>Review Multiple Choice #1-20, Coding Cases #21-25 and #31-35</p>	<p>30</p>
<p>Week 5 6/20/15- 6/28/15</p>	<p>Chapter 13 Surgery</p> <p>Test Chapters 11 and 12</p>	<p>Review Multiple Choice #1-20; Coding Cases #21-35 and #31-35.</p> <p>50 Multiple Choice Questions</p>	<p>30</p> <p>75</p>
<p>Week 6 6/27/15-</p>	<p>Chapter 14 Surgery</p>	<p>Review Multiple Choice #1-20, Coding Practice #21-25, #26-30,</p>	<p>35</p>

7/5/15		and #36-40.	
Week 7 7/4/15- 7/12/15	Chapter 5 Surgery	Review Multiple Choice #1-20; Coding Practice #21-23, 31-33, 41, 43-45, 52-54, 62-64, 72-74, 82-84, and 92-94.	45
Week 8 7/11/15- 7/19/15	Chapter 16 Radiology	Review Multiple Choice #1-20; Coding Practice #21-30 and #40- 50.	40
	Test Chapters 13, 14, and 15	75 Multiple Choice Questions	112.5
Week 9 7/18/15- 7/26/15	Chapter 17 Path & Lab	Review Multiple Choice #1-20, Coding Practice #21-35.	35
	Test Chapter 16	25 Multiple Choice Questions	50
	Start Discussion Assignment on Games		
Week10 7/25/15- 8/5/15	Chapter 18 Medicine	Coding Practice #21-23, 31-33, 41, 43-45, 52-54, 62-64, 72-74, 82-84, 92- 94.	35
	Test Chapters 17 and 18	50 Multiple Choice Questions	75
	Complete Discussion Assignment on Games		115
		Grand Total	1000

1000 Point Grading System

Coding 2 is graded on a 1000 Point Grading System. This means that all assignments are assigned a numerical point value and the total points for all assignments add up to 1000.

If you have not had a class that has used the 1000 Point Grading System before I think you will find it simple to understand and to gauge where you stand at any point in time. This system eliminates complicated formulas and makes it easy to track your progress through the course.

The final grade count will translate into letter grades as follows:

A = 950-1000
A- = 900-949
B+= 875-900
B = 825-875
B- = 800-825
C+= 775-800
C = 725-775
C- = 700-725
D = 650-700
D- = 600-659
F = Below 600