

Course Syllabus

Course Title: Medical Coding I and II - Online

Course Number: MEDC 5471

Course Description: In-depth study of the Current Procedural Terminology (CPT) and its guidelines set forth by the American Medical Association. Examine E&M guidelines and HCPCS coding. In-depth coverage of ICD-10 coding rubrics, conventions, principles and updates as they apply to accurate coding of complex cases. Principles of inpatient and outpatient coding are covered. In preparation for the nationally recognized American Academy of Professional Coders (AAPC) certification.

Hours: 96

Course Prerequisite(s): Introduction to Medical Coding, Pathophysiology

Student Learning Outcomes:

1. Apply ethical principles and methodologies of medical coding
2. Differentiate between the various coding methods applied in healthcare settings such as hospitals, physician's offices and insurance companies
3. Apply basic to intermediate principles of CPT, E&M guidelines and HCPCS coding
4. Analyze patient records and assign codes for advanced procedures.
5. Demonstrate proper sequencing of codes according to established guidelines and standards.
6. Utilize intermediate and advanced coding methods to solve complex case studies.
7. Gain knowledge ICD-9, medicine and Level II national codes
8. Display knowledge of coding practices through successful completion of coding scenarios and exams
9. Review guidelines for national coding exams.

Textbook(s): (Contact bookstore for current edition and cost)

1. Step by Step Medical Coding, Carol Buck
2. ICD-10, CPT & HCPCS Coding Books (Professional editions for physicians)
3. Access code for Step by Step Medical Coding, Carol Buck

Withdrawal Policy: See the current *Career Skills Training* catalog for the tuition refund policy.

Collin College Academic Policies: See the current *Collin Student Handbook*.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to

arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Meeting Location: This totally online course is in Canvas and must be accessed through <http://www.collin.edu>.

1. To log in to CougarWeb, visit <http://www.collin.edu>
2. Your username is the first portion of your CougarMail / CougarWeb account, usually the first letter of your first name, your last name, and then a number.
3. Your password is the last 6 digits of your CWID (College-Wide ID).
4. Your class will appear in Canvas on the first day of class.

NOTE: You will not be able to access the class until classes officially begin. Allow reasonable time for students to be uploaded into Canvas. If you are new to Canvas or would like a refresher in its processes please view the www.collin.edu/academics/ecollin/ page.

If you receive a login error, please try a different browser, delete your cookies and try again.

Attendance Policy: Attendance in an online course is measured by submission of assessments and discussion postings. Students must complete all assessments and postings as directed in the time frame specified. Students are expected to monitor Canvas communications at least several times across each week. Time required to read all material and submit assessments and postings will vary according to individual skills....but still must be submitted on time.

Lesson Plan:

- Week 1: Introductions, review of syllabus, course outline, review of materials from Introduction to Medical Coding, Review **Chapters 8 & 9**
- Week 2: **Chapter 11** - Evaluation and Management (E/M) Services
Chapter 10 & 12 - Anesthesia Section and Modifiers
- Week 3: Test – Chapter 11
Chapter 13– Surgery Guidelines and General Surgery
Chapter 14 – Integumentary System
Review for test over Chapters 10 and 12
- Week 4: Test – Chapters 10 and 12
Chapter 15 – Musculoskeletal System
Chapter 16 – Respiratory System
- Week 5: **Chapter 17** – Cardiovascular System
Test over Chapters 13, 14, 15, 16, 17
Chapter 18 – Hemic, Lymphatic, Mediastinum and Diaphragm
Chapter 19 – Digestive System
- Week 6: **Chapter 20** – Urinary and Male Genital Systems
Chapter 21 – Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
Review for test over Chapters 18, 19, 20, 21
- Week 7: Test – Chapters 18, 19, 20, 21

- Chapter 22** – Endocrine and Nervous Systems
Chapter 23 – Eye, Ocular Adnexa, Auditory, and Operating Microscope
- Week 8: **Chapter 24** - Radiology
 Review for test over Chapters 22, 23, 24
- Week 9: Test – Chapters 22, 23 and 24
Chapter 25 – Pathology/Laboratory
Chapter 3 – Outpatient Coding and Reporting Guidelines
- Week 10: **Chapter 4** – Using ICD-10-CM
 Discuss ICD-10-CM relationship to CPT & HCPCS
- Week 11: Test over Chapters 3 & 4
Chapter 5 – Chapter-specific guidelines (ICD-9-CM Chapters 1-10)
- Week 12: **Chapter 6** – Chapter-specific guidelines (ICD-9-CM Chapters 11-14)
 Review for test over Chapters 5 and 6
- Week 13: Test over chapters 11 and 12
Chapter 2-4 – ICD-10-CM Overview
- Week 14: **Chapter 27** – Inpatient Coding.
- Week 15: Coding practice and review chapters 2-4 and 31. Take home test. Review “non-coding” certification exam material
- Week 16: Comprehensive review of ICD-10 material for Certification Exam
- Week 17: Continue coding practice and review of ICD-10-CM - *Incorporate CPT/HCPCS*
- Week 18: Comprehensive 5 hr. 45 min Final Exam, Course Evaluations

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

Method of Evaluation: Students must achieve a minimum of 75% final average in order to pass competencies.

Expectations for taking an online course: It is the student’s responsibility to maintain computer and Internet access. In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the instructor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to the schedule. In other words, a personal computer or Internet challenges are no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course. Remember that *online courses require the STUDENT to be self-disciplined* concerning course performance.

Students are expected to monitor email, Canvas, Assignments and the Discussion board several times weekly, every day is best, in order to maintain communications with your instructor and classmates. All Discussion posts must be read even if you believe they do not pertain to you.

Computer Skills Needed: You should know how to access a Web site when given an address (URL) or link, use features of your Web browser, download files, attach files to emails, and use MS Word processing software.

Technical Support: Technical support for Canvas is available 24 hours a day, 7 days a week, 365 days a year. You may contact technical support toll-free by calling 1-866-350-5119. In addition, online support is available through the [Canvas Online Support Center](#).

Netiquette Expectations: Expectations for online class involvement:

1. Allow a professor 48 hours to respond to all questions and inquiries during the work week. Instructors are not expected to work weekends; therefore, response time will be extended. Please plan your time accordingly. Requesting to turn in an assignment late, because you are waiting on a reply from your instructor will not be considered an acceptable excuse. Deadlines are deadlines and it is imperative you plan your time accordingly. Grades are usually posted one week after the due date.
2. Communication with instructors should be kept brief. State the problem concisely as well as how you would like them to help. Instructors should always be addressed in a respectful and professional manner. Making demands, criticizing, and “yelling” (writing in a bold font and in all capital letters) are not acceptable forms of communication and are against the Collin College statement of core values.
3. If the student has an issue with the class, the teacher should be contacted individually. It is not a student’s position to appoint themselves “spokesperson” for the class.
4. A student’s responsibility is to perform within the structure of the class. Any attempt by the student to change the structure of the class may be regarded as a violation of departmental and college policy.
5. It is in good faith that faculty and students engage in the learning process. It is expected that students perform in class with that philosophy in mind. Students are expected to make a good faith effort to read and understand the material and to engage in learning activities provided by the instructor