

## Course Syllabus

**Course Title:** Introduction to Medical Coding

**Course Number:** MEDC 5455

**Course Description:**

This course introduces students to the Health Information profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings.

**Hours:** 48

**Course Prerequisite(s):** Medical Terminology

**Student Learning Outcomes:**

1. Interpret health record content
2. Describe health information management department function and purpose
3. Differentiate the various types of healthcare facilities and their records
4. Identify the various licensing and regulatory agencies in the healthcare industry
5. Demonstrate basic skills in coding and billing

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

1. Step by Step Medical Coding, Carol Buck. Elsevier Publishing
2. ICD-10 & CPT Coding Manuals, Professional Editions
3. HCPCS Level II, Carol Buck, Elsevier Publishing

**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:** Courtyard Center

**Attendance Policy:** Students must be in attendance for at least 90% in order to pass competencies.

**Lesson Plan:**

Session 1: Introductions, review syllabus, and course overview.  
Medical terminology assessment and review

Discussion of Chapter 1 – *Reimbursement, HIPAA and Compliance*

Session 2: Complete **Chapter 1**. Review Reimbursement, HIPAA and Compliance

- Session 3: Test over medical, insurance and billing terminology  
Begin **Chapter 2** *An Overview of ICD-10-CM*
- Session 4: Complete Chapter 2 and practice ICD-10 coding  
(Chapters 3-7: for review only)
- Session 5: Test over Chapter 1 & 2  
**Chapter 8** - *Introduction to the CPT*
- Session 7: Complete **Chapter 8** – *Introduction to the CPT, review CPT and practice coding*
- Session 8: Begin **Chapter 9** – *Introduction to Level II National Codes (HCPCS)*
- Session 9: **Chapter 10** – *Modifiers*
- Session 10: Complete Chapter 10  
Modifier practice coding
- Session 11: **Chapter 11** – Evaluation and Management (E/M)
- Session 12: **Chapter 12** – Anesthesia  
E/M and Anesthesia practice coding
- Session 13: Review Chapters 1, 2, 8, 9,10,11,12 for comprehensive final exam
- Session 14: Final exam

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 and must be in attendance 90% of the class time in order to pass competencies.