# COURSE SYLLABUS

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Medical Coding I</th>
<th>Date submitted:</th>
<th>March 2014 (AAC: 14-29)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Business and Technology</td>
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<tr>
<td>Curriculum:</td>
<td>Business Office Technology</td>
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**Course Code:** (eg. ACC 101) BOT*181  
**Course Type:** L  
**Prerequisites:**  
C- or better in Medical Terminology (BOT*180) OR permission of Program Coordinator.

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<th>Elective Type:</th>
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<tbody>
<tr>
<td>Developmental:</td>
<td>No</td>
</tr>
<tr>
<td>Lecture:</td>
<td>3</td>
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<tr>
<td>Clinical:</td>
<td>0</td>
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<tr>
<td>Lab:</td>
<td>0</td>
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<tr>
<td>Studio:</td>
<td>0</td>
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<tr>
<td>Other:</td>
<td>0</td>
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<td>TOTAL:</td>
<td>3</td>
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**Credit Hours:** 3  
**Class Maximum:** 24  
**Semesters Offered:** F/S

**Corequisites:** None  
**Other Requirements:** None

**Catalog Course Description:** This course is the study of basic ICD-10-CM and CPT coding. Diagnoses, procedures, signs and symptoms will be studied and coded using the necessary textbooks and professional publications.

**Topical Outline:**  
List course content in outline format.

1. **Introduction to Coding**  
   a. Define coding and the purposes codes serve  
   b. Identify uses of codes and data bases  
   c. Describe the principles of a statistical classification system  
   d. Identify differences between ICD-10CM and CPT systems

2. **Structure and Format of ICD-10-CM & CPT**  
   a. Define main terms and subterms  
   b. Distinguish between a diagnosis and procedure code  
   c. Define category, subcategory and subclassification disease codes

3. **Conventions used in ICD-10-CM & CPT**  
   a. Describe uses of abbreviations  
   b. Determine importance of consistency and accuracy of coding conventions
4. Basic Coding Principles
   a. Understand need for specificity and accuracy in coding
   b. Understand insurance forms and reimbursement issues related to proper coding

5. Supplementary Classification
   a. Describe main reasons for V code assignment
   b. Describe specific coding conventions used in assigning V codes

6. Late Effects Coding
   a. Define late effect and identify limitations
   b. Describe sequencing guidelines for late effect codes

7. Coding and Sequencing Guidelines
   a. Understand and describe the principle of coding
   b. Define the Uniform Hospital Discharge Data set and describe its purpose
   c. Define principal diagnosis/procedure
   d. Delineate principles for sequencing and selecting diagnosis for coding

Upon successful completion of this course, the student will be able to do the following:

COURSE:
1. understand and apply ICD-10 and CPT diagnostic codes to medical diagnoses and procedures in compliance with current practices
2. identify and apply the specific procedures for medicine, surgery, and pathology to the preparation of medical forms and documents with accuracy
3. understand and apply the standard medical coding system utilized by insurance carriers and medical offices

PROGRAM: (Numbering reflects Program Outcomes as they appear in the college catalog)
Business Office Technology: Medical Option
1. understand and apply terminology used in today's technological business office; and organize, maintain, interpret, and communicate information using computers when appropriate
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

GENERAL EDUCATION: (Numbering reflects General Education Outcomes as they appear in the college catalog)
2. Critical Analysis/ Logical Thinking - 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.
   - Demonstrates: 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.
   - Does Not Demonstrate: 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.
3. Ethical Dimensions (embedded) - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.
   - Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practice.
   - Does Not Demonstrate: 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 practice.

Evaluation:
Assessment will be based on the following criteria:
Student performance will be measured by proficiency tests of procedure codes to identify the standard medical coding system used by insurance carriers and medical offices; proficiency tests to identify the services, procedures, and treatments performed for patients; and proficiency tests to apply diagnosis codes for illnesses and diseases to claim forms in a variety of medical environments.
| Instructional Resources: | Required: Computer lab  
Desired: None |
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<td>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.</td>
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| Textbook(s) | Refer to current academic year printout. |