

**2016 - 2017**

**COURSE:** MA 167 – Medical Coding

**COURSE DESCRIPTION:** This course focuses on learning the rules for coding CPT, ICD-10, and Level II (HCPCS) coding systems and applying the rules to code patient services.

**LEARNING GOALS:** Upon successful completion of this course, the student will be able identify and locate the appropriate CPT, ICD-10, or HCPCS code from the documentation presented.

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**DURATION:** 84 Clock Hours 3 Semester Credits

**SEMESTER:** FALL 2016 (8/18/16 – 12/16/16) MWF 8:00 ROOM 110A

**TEXT:** *Step-by-Step Medical Coding*, 2016 Edition, by Carol J. Buck, Elsevier; ISBN: 978-0-323-38919-8  
Cost, \$108.00

**UNITS OF INSTRUCTION:**

167 1	Introduction to the CPT and Level II National Codes (HCPCS) .....	10
167 2	Evaluation and Management (E/M) Section .....	10
167 3	Anesthesia .....	5
167 4	Surgery Guidelines and General Surgery .....	5
167 5	Integumentary System.....	5
167 6	Musculoskeletal System .....	5
167 7	Respiratory System .....	5
167 8	Digestive System .....	4
167 9	Pathology and Laboratory .....	5
167 10	Medicine .....	6
167 11	An Overview of 10-CM .....	10
167 12	ICD-10-CM Outpatient Coding and Reporting Guidelines.....	7
167 13	Using ICD -10- CM.....	7

**STUDENT LEARNING OUTCOMES:**

1. Identify the uses of the CPT manual.
2. Name the developers of the CPT manual.
3. Know the importance of using the current-year CPT manual.
4. Identify placement of CPT codes on the CMS-1500 insurance form.
5. Recognize the symbols used in the CPT manual.
6. Identify the content of the CPT appendices.
7. List the major sections found in the CPT manual.
8. Interpret the information contained in the section Guidelines and notes.
9. Describe the CPT code format.
10. Append modifiers.
11. Describe what is meant by unlisted procedures/services.
12. State the purposes of a special report.
13. Review Category II and III CPT codes.
14. Locate the terms in the CPT index.
15. List the major features of Level II National Codes, HCPCS.
16. Demonstrate the ability to assign HCPCS codes.
17. Identify and explain the three factor of E/M code assignment.
18. Differentiate between a new and an established patient.
19. Differentiate between an inpatient and an outpatient.
20. Explain the levels of E/M service.
21. Review the key components.
22. Analyze the key component history.
23. Analyze the key component examination.

24. Analyze the key component medical decision making.
25. List contributory factors.
26. Analyze code information.
27. Analyze the types of E/M codes.
28. Identify CMS Documentation Guidelines.
29. Demonstrate the ability to code E/M services.
30. Define types of anesthesia.
31. Explain the format of the Anesthesia section and subsections.
32. Understand the anesthesia formula.
33. Identify other reporting issues.
34. Demonstrate ability to report anesthesia services.
35. Understand the Surgery section format.
36. Locate notes and Guidelines in the Surgery section.
37. State the use of the unlisted procedure codes.
38. Interpret elements of a special report.
39. Examine the separate procedure designation.
40. Analyze the contents of a surgical package.
41. Determine the contents of the General Subsection.
42. Describe the format of the Integumentary System in the CPT manual.
43. Identify the elements of coding Skin, Subcutaneous, and Accessory Structures services.
44. Review the main services in Nails, Pilonidal Cyst and Introduction.
45. Identify the major factors in Repair.
46. State the important coding considerations in destruction and breast procedures.
47. Demonstrate the ability to code integumentary services and procedures.
48. Differentiate between fracture and dislocation treatment types.
49. Understand types of traction.
50. Identify services/procedures included in the General subheading.
51. Analyze cast application and strapping procedures.
52. Understand elements of arthroscopic procedures.
53. Demonstrate the ability to code musculoskeletal services and procedures.
54. Differentiate between services reported with codes from the Respiratory System subsection and those reported with codes from other subsections.
55. Explain the effects of extent and approach when reporting endoscopy respiratory procedures.
56. Identify highlights of nasal procedure coding.
57. Analyze the codes to report services to the accessory sinuses.
58. Categorize the codes in the Larynx subheading.
59. Explain the structure of the trachea/bronchi codes.
60. Distinguish the difference amongst the codes assigned to report lungs and pleura services, and procedures.
61. Demonstrate the ability to code respiratory services and procedures.
62. Understand the format of the Digestive System subsection.
63. Report procedures of the lips.
64. Report procedures of the vestibule of the mouth.
65. Report procedures of the tongue and floor of the mouth.
66. Report procedures of the dentoalveolar structures.
67. Report procedures of the palate and uvula.
68. Report procedures of the salivary gland and ducts.
69. Report procedures of the pharynx, adenoids, and tonsils.
70. Report procedures of the esophagus.
71. Report procedures of the stomach.
72. Report procedures of the intestines (except rectum).
73. Report procedures of the Meckel's diverticulum and mesentery.
74. Report procedures of the appendix.
75. Report procedures of the colon and rectum.
76. Report procedures of the anus.
77. Report procedures of the liver.
78. Explain the format of the Pathology and Laboratory section.
79. Understand the information in the Pathology and Laboratory Guidelines.
80. Demonstrate and understanding of Pathology and Laboratory terminology.
81. Differentiate amongst the Organ or Disease Oriented Panels codes.
82. Recognize Drug Assay codes.
83. Identify Therapeutic Drug Assays codes.
84. Classify Evocative/Suppression Testing codes.
85. Explain Consultations (Clinical Pathology) codes.
86. Interpret Urinalysis, Molecular Pathology, and Chemistry codes.
87. Evaluate Hematology and Coagulation codes.
88. Describe Immunology codes.
89. Discriminate amongst Transfusion Medicine codes.
90. Interpret Microbiology codes.

91. Evaluate Anatomic Pathology codes.
92. Summarize Cytopathology and Cytogenic Studies codes.
93. Explain Surgical Pathology codes.
94. Choose Other Procedures codes.
95. Demonstrate the ability to code Pathology and Laboratory services.
96. Analyze the format of the Medicine section.
97. Report psychiatric services.
98. Identify biofeedback services.
99. List components of dialysis reporting.
100. Demonstrate ability to report gastrointestinal services.
101. Understand ophthalmology and otorhinolaryngologic reporting.
102. Report cardiovascular services.
103. Identify services reported with pulmonary codes.
104. List the important elements of coding allergy and clinical immunology services.
105. Report endocrine services.
106. Define neurology and neuromuscular services.
107. Demonstrate an understanding of central nervous system assessment and intervention.
108. Analyze chemotherapy services.
109. Report special services and dermatologic services.
110. Code physical medicine and rehabilitation services.
111. Report active wound management.
  
112. Demonstrate ability to utilize the Alphabetic Index and Tabular List.
113. Understand the steps to accurate coding.
114. Comprehend the organization of the Guidelines.
115. use both the Alphabetic Index and Tabular List.
116. Outline the need for level of specificity in diagnosis coding.
117. Identify conditions integral to a disease process.
118. Assign multiple codes to a single condition.
119. Report acute and chronic conditions.
120. Demonstrate application of combination codes.
121. Differentiate between residual and late effects.
122. Abstract information that determines if a condition is impending or threatened.
123. Outline the rules when reporting the same diagnosis code more than once.
124. Assign codes based on laterality.
125. Analyze neoplasm codes.
126. Identify the elements of coding injury, poisonings, and certain other consequences of external causes.

**Cognitive Objectives:**

- IX.C.1.* Describe how to use the most current procedural coding system
- IX.C.2.* Describe how to use the most current diagnostic coding classification system
- IX.C.3.* Describe how to use the most current HCPCS level II coding system
- IX.C.4.* Discuss the effects of:
  - a. Upcoding
  - b. Downcoding
- IX.C.5.* Define medical necessity as it applies to procedural and diagnostic coding

**Psychomotor Competencies:**

- IX.P.1.* Perform procedural coding
- IX.P.2.* Perform diagnostic coding
- IX.P.3.* Utilize medical necessity guidelines

**Affective Competencies:**

- IX.A.1.* Utilize tactful communication skills with medical providers to ensure accurate code selection.

**METHODS OF INSTRUCTION:** Lecture, class discussion, workbook chapters, projects, and assignments.

**ATTENDANCE:** Absences can seriously affect grades. Students will be allowed to miss a maximum of 4 class periods. Students are responsible for all information missed while absent from class. This includes changes to the schedule that might occur.

**MAKE-UP POLICY:** Make up work procedures are addressed in the MA Program Policy Manual.

**STUDENT HANDBOOK:** As a student, you are responsible for the information in the LATI handbook located at [www.lakeareatech.edu](http://www.lakeareatech.edu) under Current Student/Academics.

**ACADEMIC INTEGRITY:** Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

**FACULTY AND ADMINISTRATOR RESPONSIBILITIES:** Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair environment that discourages academic honesty. If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

### **CAREER COUNSELING**

Guidance is available for students when investigating career choices or in reaffirming the choice already made.

### **PERSONAL COUNSELING**

Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

### **AMERICANS WITH DISABILITIES ACT**

Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.

### **STUDENT TUTORING**

The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

### **PERSONAL OBJECTIVES:**

- Attend class session
- Prepare for class session
- Complete assignments by due date
- Demonstrate a high level of responsibility
- Display respect for other members of the class
- Participate in class discussions and projects

**COMPLETION STANDARDS:** The student will pass the course with a minimum of 80% overall grade in the course.

**EVALUATION AND GRADING:** Evaluation is directly related to the performance objectives. Performance is measured by examination, assignments, competencies, and/or quizzes.

**COMPETENCIES:** Students will be allowed two (2) attempts at the psychomotor and affective competencies for Medical Coding. In order for the student to earn a passing grade in the course, the student must successfully complete the psychomotor and affective competencies by performing 100% competent. Students will receive a Pass/Fail grade for competencies.

**EVALUATION:** The assessment and grading of student performance in this course is based on the following activities:

Workbook Assignments:	10%
Exams:	90%
Total:	100%

The letter grade is based on the percentage of total points earned throughout the semester based on the following grade scale:

100% - 94%	=	A
93% - 87%	=	B
86% - 80%	=	C
79% or below	=	F

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