

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ALMA 135

Course Title: Coding Basics for the Medical Office

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 3

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course is designed to study the basic concepts of Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM) and Level II Health Care Common Procedural Coding System (HCPCS) Coding. The student will gain an understanding of how these coding methods serve the medical office for reimbursement and management of healthcare services. The course is designed for medical assistant students or those wanting a basic understanding of the medical coding process and may also assist students in the requirement to sit for the national Certified Professional Coder (CPC) exam through the American Association of Professional Coders (AAPC).

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

ALHE 105 Medical Terminology and ALMA 125 Human Body in Health and Disease; or permission of program coordinator.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, a student should be able to do the following:

1) Identify the basic concepts of CPT coding and its purpose.

- a. Explain why the CPT coding system was developed and its significance.
- b. Demonstrate an understanding of the CPT structure in the paper and electronic format including the CPT code format, manual sections, symbols and unlisted procedures.
- c. Analyze the principles of Evaluation and Management (E/M) code assignment and modifiers.

2) Identify the basic concepts of ICD-10 coding and its purpose.

- a. Explain reasons for conversion to ICD-10-CM system and identify internal and external customers of coded data and their unique needs.
- b. Demonstrate an understanding of the ICD-10-CM structure in the paper and electronic format.
- c. Define the steps to diagnosis coding and examine how this relates to different body systems.

3) Identify the basic concepts in HCPCS Level II coding and its purpose.

- a. Explain what the HCPCS coding system was designed for and the different levels.
- b. Explain the HCPCS code structure and modifiers.

4) Perform workplace related tasks associated with medical coding professionals.

- a. Explain the purpose of coding for reimbursement, disease reporting, influence of quality improvement & risk management.
- b. Assign and sequence the appropriate diagnostic and procedural codes based on using each coding system with appropriate modifiers, assigned procedures and to the highest specificity.
- c. Examine accuracy and productivity standards and how these are assessed for employment.
- d. Evaluate national standards for Ethics of Coding and explain causes for legal action, such as upcoding.

MINIMUM COURSE CONTENT

- 1) Introduction to ICD-10 Coding.
- 2) Introduction to CPT Coding.
- 3) Introduction to HCPCS Level II Coding.
- 4) Ethics and professionalism for medical professionals performing coding in the workplace.

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The instructional method is designed for the online platform, so a reliable internet provider and computer are required for success in the course. Students must participate in all activities, as well as complete all assignments in a timely manner to be successful. Each concept builds upon the next, so one cannot advance through the course without completing each section as laid out throughout the course. Students will be assigned a variety of reading assignments, discussion forums, scenarios, and written assignments and any or all of the following: research projects, group projects, exams, written reports, course projects, simulation modules and case studies.

Grading Scale:

A = 90 to 100%

B = 80 to 89%
C = 70 to 79%
D = 60 to 69%
F = 59% and below

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

Please see Syllabus Supplement for any additional course details.