GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: BOT 283   DIVISION: 50   ALSO LISTED AS:

TERM EFFECTIVE: Spring 2019   CURRICULUM APPROVAL DATE: 12/11/2018

SHORT TITLE: MEDICAL CODING

LONG TITLE: Medical Coding

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

COURSE DESCRIPTION:

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-10 coding. This course has the option of a letter grade or pass/no pass. ADVISORY: BOT 180.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES
         P - Pass/No Pass
         S - Satisfactory Progress

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:
         02 - Lecture and/or discussion
         05 - Hybrid
         72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. List the uses of and demonstrate the use of ICD-10-CM.

Measure of assessment: homework, quizzes, exams

Year assessed, or planned year of assessment: 2019

Semester: Fall

2. Explain the uses of coding conventions when assigning codes.

Measure of assessment: homework, quizzes, exams

Year assessed, or planned year of assessment: 2019

Semester: Fall

3. Explain the uses of CPT coding and CPT modifiers.

Measure of assessment: homework, quizzes, exams

Year assessed, or planned year of assessment: 2019

Semester: Fall

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/11/2018

(3 Hours)

CONTENT: Reimbursement, HIPAA, and Compliance

STUDENT PERFORMANCE OBJECTIVES: Distinguish among Medicare Parts A, B, C, and D. Interpret rules of the Health Insurance Portability and Accountability Act (HIPAA). Locate information on the Federal Register. Explain the RBRVS system. Discuss the framework of Medicare Fraud programs. Identify the major components of Managed Health Care.

CONTENT: An Overview of ICD-10-CM

STUDENT PERFORMANCE OBJECTIVES: Explain the development of the ICD-10-CM. Describe how the ICD-10-CM replaces the ICD-9-CM, Volumes 1 and 2. Identify the improvements in the ICD-10-CM. List the official instructional notations in ICD-10-CM. Describe the format of ICD-10-CM.

(6 Hours)

CONTENT: ICD-10-CM Outpatient Coding and Reporting Guidelines

STUDENT PERFORMANCE OBJECTIVES: Identify a first-listed diagnosis. Define assignment of codes for unconfirmed diagnosis. Describe code assignment for outpatient surgery. Outline assignment of additional diagnoses. Describe Z code reporting. Define observation stay. Delineate the differences between first-listed and coexisting conditions. Explain uncertain diagnosis. Discuss assignment of codes for chronic diseases. Recognize diagnostic services. Recognize therapeutic services. Illustrate reporting of preoperative evaluations. Explain prenatal visits. Apply the Official Guidelines for Coding and Reporting.

CONTENT: Using ICD-10-CM

STUDENT PERFORMANCE OBJECTIVES: Demonstrate ability to utilize the Alphabetic Index and Tabular List. Discuss the steps to accurate coding. Comprehend the organization of the Guidelines. Use both the Alphabetic Index and Tabular List. Outline the need for level of specificity in diagnosis coding. Identify conditions integral to a disease process. Assign multiple codes to a single condition. Report acute and chronic conditions. Demonstrate application of combination codes. Differentiate between residual and late effects. Abstract information that determines if a condition is impending or threatened. Outline the rules when reporting the same diagnosis code more than once. Assign codes based on laterality.

(6 Hours)

CONTENT: Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)

STUDENT PERFORMANCE OBJECTIVES: Review certain infectious and parasitic disease codes. Analyze neoplasm codes. Assess the blood and blood-forming organs and certain disorders involving the immune mechanism codes. Examine the endocrine, nutritional, and metabolic diseases codes. Discuss the mental, behavioral and neurodevelopmental disorder codes. Examine the diseases of the nervous system codes. Analyze the diseases of the eye and adnexa codes. Comprehend the organization and reporting of the ear and mastoid process codes. Recognize the diseases of the circulatory system codes. Demonstrate the ability to report diagnoses with I-10 codes.

CONTENT: Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)

STUDENT PERFORMANCE OBJECTIVES: Examine the digestive system coding. Review coding the skin and subcutaneous tissue diseases. Discuss diseases of the musculoskeletal system and connective tissue coding.

(3 Hours)

CONTENT: Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)

STUDENT PERFORMANCE OBJECTIVES: Review the pregnancy, childbirth, and puerperium coding. Report services of certain conditions originating in the perinatal period. Examine the congenital malformations, deformities, and chromosomal abnormalities. Define the rules of symptoms, signs, and abnormal clinical and laboratory findings that are not elsewhere classified. Identify the elements of coding injury, poisonings, and certain other consequences of external causes.

(3 Hours)

CONTENT: Introduction to CPT and Level II National Codes (HCPCS)

STUDENT PERFORMANCE OBJECTIVES: Identify the uses of and name the developers of the CPT manual. State the importance of using the current-year CPT manual. Identify placement of CPT codes on the CMS-1500 insurance form. Recognize the symbols used in the CPT manual. Identify the content of the CPT appendices. List the major sections found in the CPT manual. Interpret the information contained in the section Guidelines and notes. Describe the CPT code format. Append modifiers. Describe what is meant by unlisted procedures/services. State the purposes of a special report. Review Category II and III CPT codes. Locate the terms in the CPT index. List the major features of Level II National Codes, HCPCS. Recognize the code groupings within HCPCS. Review Temporary Procedure and Professional Services. Describe the HCPCS code format. Discuss the Table of Drugs. Demonstrate the ability to assign HCPCS codes.

(3 Hours)

CONTENT: CPT Modifiers

STUDENT PERFORMANCE OBJECTIVES: Recognize and explain the purpose of modifiers. Demonstrate the ability to assign the following CPT modifiers: numbers 22 - 26, 32 - 33, 47, 50 - 59, 62 - 63, 66, 76 - 82, 90 - 92, 95, and 99.

CONTENT: Evaluation and Management (E/M) Services

STUDENT PERFORMANCE OBJECTIVES: Identify and explain the three factors of E/M code assignment. Differentiate between a new and an established patient. Differentiate between an inpatient and an outpatient. Explain the levels of E/M service. Review the key components. Analyze the key component history. Analyze the key component examination. Analyze the key component medical decision making. List contributory factors. Analyze code information. Analyze the types of E/M codes. Identify CMS Documentation Guidelines. Demonstrate the ability to code E/M services.

(3 Hours)

CONTENT: Anesthesia

STUDENT PERFORMANCE OBJECTIVES: Define types of anesthesia. Explain the format of the Anesthesia section and subsections. Discuss the anesthesia formula. Identify other reporting issues. Demonstrate ability to report anesthesia services.

CONTENT: Surgery Guidelines and General Surgery

STUDENT PERFORMANCE OBJECTIVES: Discuss the Surgery section format. Locate notes and Guidelines in the Surgery section. State the use of the unlisted procedure codes. Interpret elements of a special report. Examine the separate procedure designation. Analyze the contents of a surgical package. Determine the contents of the General Subsection.

(3 Hours)

CONTENT: Integumentary System

STUDENT PERFORMANCE OBJECTIVES: Describe the format of the Integumentary System in the CPT manual. Identify the elements of coding Skin, Subcutaneous, and Accessory Structures services. Review the main services in Nails, Pilonidal Cyst and Introduction. Identify the major factors in Repair. State the important coding considerations in destruction and breast procedures. Demonstrate the ability to code integumentary services and procedures.

CONTENT: Musculoskeletal System

STUDENT PERFORMANCE OBJECTIVES: Differentiate between fracture and dislocation treatment types. Discuss types of traction. Identify services/procedures included in the General subheading. Analyze cast application and strapping procedures. Discuss elements of arthroscopic procedures. Demonstrate the ability to code musculoskeletal services and procedures.

(3 Hours)

CONTENT: Respiratory System

STUDENT PERFORMANCE OBJECTIVES: Differentiate between services reported with codes from the Respiratory System subsection and those reported with codes from other subsections. Explain the effects of extent and approach when reporting endoscopy respiratory procedures. Identify highlights of nasal procedure coding. Analyze the codes to report services to the accessory sinuses. Categorize the codes in the Larynx subheadings. Explain the structure of the trachea/bronchi codes. Distinguish the difference amongst the codes assigned to report lungs and pleura services, and procedures. Demonstrate the ability to code respiratory services and procedures.

CONTENT: Cardiovascular System

STUDENT PERFORMANCE OBJECTIVES: Discuss cardiovascular services reported with codes from the Surgery, Medicine, and Radiology sections. Review cardiovascular coding terminology. Recognize the major differences in the subheadings of the Cardiovascular subsection. Define rules of coding cardiovascular services when using codes from the Medicine section. Identify the major rules of coding cardiovascular services using the Radiology section codes. Demonstrate ability to code Cardiovascular services.

(6 Hours)

CONTENT: Hemic, Lymphatic, Mediastinum, and Diaphragm

STUDENT PERFORMANCE OBJECTIVES: Review the Hemic and Lymphatic Systems subsection format. Discuss the Hemic and Lymphatic Systems subheadings. Demonstrate the ability to code Hemic and Lymphatic System services. Review the format of the Mediastinum and Diaphragm subsection codes. Discuss the Mediastinum and Diaphragm information. Demonstrate the ability to code Mediastinum and Diaphragm services.

CONTENT: Digestive System

STUDENT PERFORMANCE OBJECTIVES: Discuss the format of the Digestive System subsection. Report procedures of the: lips; vestibule of the mouth; tongue and floor of the mouth; dentoalveolar structures; palate and uvula; salivary gland and ducts; pharynx, adenoids, and tonsils; esophagus; stomach; intestines (except rectum); Meckel's diverticulum and mesentery; appendix; colon and rectum; anus; and liver.

(3 Hours)

CONTENT: Urinary and Male Genital Systems

STUDENT PERFORMANCE OBJECTIVES: Discuss the format and codes of the Urinary System subsection. Review the subheadings and categories of the Urinary System subsection. Report services with Urinary System codes. Discuss the format and codes of the Male Genital System subsection. Review the subheadings and categories of the Male Genital System subsection. Report services with Male Genital System codes.

CONTENT: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery

STUDENT PERFORMANCE OBJECTIVES: Describe reproductive services. Report reproductive services. Report intersex surgery services. Discuss the format of the Female Genital System subsection. Identify elements of component coding with Female Genital System codes. Define the critical terms in maternity and delivery services. Define services in the global maternity and delivery package. Discuss the format of the Maternity Care and Delivery subsection services. Demonstrate the ability to code the Female Genital and Maternity Care and Delivery subsection.

(3 Hours)

CONTENT: Endocrine and Nervous Systems

STUDENT PERFORMANCE OBJECTIVES: Review the Endocrine System subsection format. Discuss the Endocrine System subheadings. Demonstrate the ability to code Endocrine System services. Review the Nervous System subheadings. Demonstrate the ability to code Nervous System services.

CONTENT: Eye, Ocular Adnexa, Auditory, and Operating Microscope

STUDENT PERFORMANCE OBJECTIVES: Review the Eye and Ocular Adnexa subsection. Discuss the Eye and Ocular Adnexa subheadings. Demonstrate the ability to code Eye and Ocular Adnexa services. Review the Auditory System subsection format. Discuss Auditory System subheadings. Demonstrate the ability to code Auditory System services. Review reporting use of an operating microscope. Demonstrate the ability to report the use of an operating microscope.

(3 Hours)

CONTENT: Radiology

STUDENT PERFORMANCE OBJECTIVES: Demonstrate an understanding of Radiology terminology. Analyze the elements of component coding in reporting radiology services. Identify elements of the global procedure. State the appropriate coding of contrast material. Explain the format of the Radiology section. Demonstrate the ability to code Radiology services and procedures.

CONTENT: Pathology/Laboratory

STUDENT PERFORMANCE OBJECTIVES: Explain the format of the Pathology and Laboratory section. Discuss the information in the Pathology and Laboratory Guidelines. Demonstrate an understanding of Pathology and Laboratory terminology. Differentiate amongst the Organ or Disease Oriented Panels code. Recognize Drug Assay codes. Identify Therapeutic Drug Assays codes. Classify Evocative/Suppression Testing codes. Explain Consultations (Clinical Pathology) codes. Interpret Urinalysis, Molecular Pathology, and Chemistry codes. Evaluate Hematology and Coagulation codes. Describe Immunology codes. Discriminate amongst Transfusion Medicine codes. Interpret Microbiology codes. Evaluate Anatomic Pathology codes. Summarize Cytopathology and Cytogenic Studies codes. Explain Surgical Pathology codes. Choose Other Procedures code. Demonstrate the ability to code Pathology and Laboratory services.

(4 Hours)

CONTENT: Medicine

STUDENT PERFORMANCE OBJECTIVES: Analyze the format of the Medicine section. Report psychiatric services. Identify biofeedback services. List components of dialysis reporting. Demonstrate ability to report gastrointestinal services. Discuss ophthalmology and otorhinolaryngologic reporting. Report cardiovascular services. Identify services reported with pulmonary codes. List the important elements of coding allergy and clinical immunology services. Report endocrine services. Define neurology and neuromuscular services. Demonstrate an understanding of central nervous system assessment and intervention. Analyze chemotherapy services. Report special services and dermatologic procedures. Code physical medicine and rehabilitation services. Report active wound management.

CONTENT: Inpatient Coding

STUDENT PERFORMANCE OBJECTIVES: Explain the differences between inpatient and outpatient coding. Define principal diagnosis and procedure. Examine the Official Guidelines for Coding and Reporting. Review the Guidelines for Selection of a Principal Diagnosis. Determine when a condition should be reported as an additional diagnosis. Explain the purpose of the present on admission indicators. Examine the ICD-10-PCS system.

(2 Hours)

Final

METHODS OF INSTRUCTION:

Lecture, Discussion, Guided Practice

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 72

Assignment Description: Homework: Read the chapters and work the assigned exercises. Complete workbook exercises.

Required Outside Hours: 36

Assignment Description: Study for quizzes/exams.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 5.00 %

Percent range of total grade: 5% to 10% Written Homework. If this is a degree applicable course, but substantial writing assignments are not appropriate, indicate reason: Course primarily involves skill demonstration or problem solving

Problem-solving assignments

Percent of total grade: 30.00 %

Percent range of total grade: 30% to 60% Homework Problems, Quizzes, Exams

Skill demonstrations

Percent of total grade: 20.00 %

Percent range of total grade: 20% to 50% Performance Exams

Objective examinations

Percent of total grade: 20.00 %

REPRESENTATIVE TEXTBOOKS:

Carol J. Buck and Jackie Grass Koesterman. Step-by-Step Medical Coding. St. Louis, Missouri: Elsevier,2018.

ISBN: 978-0323430814

Reading Level of Text, Grade: 12+ Verified by: E. Venable

ARTICULATION and CERTIFICATE INFORMATION

       Associate Degree:

       CSU GE:

       IGETC:

       CSU TRANSFER:

       Not Transferable

       UC TRANSFER:

       Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: N

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level:

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 051420