

BTEC 256 Medical Coding

Credit Hours: 3

Scheduled hours per week

Lecture: 3

Lab: #

Other: e-course

Catalog Course Description: This course provides an introduction and working knowledge of medical coding procedures used in the medical field and in medical insurance operations

Prerequisites: BTEC 253

Corequisites: None

Course learning Outcomes:

Students should be able to:

Define key coding terms.

Explain coding career opportunities and the coding credentialing process.

Clarify student responsibilities during a coding internship.

Identify coding systems used for reimbursement, and indicate the relationship between patient record documentation and accurate coding.

Explain the organization of the NATIONAL CODING STANDARDS Tabular List of Diseases, Index to Diseases, and Index to Procedures and Tabular List of Procedures.

Explain the organization of the Tabular List of Diseases and Injuries and Index to Diseases and Injuries.

Analyze and describe the official guidelines for coding and reporting NATIONAL CODING STANDARDS and codes.

Interpret NATIONAL CODING STANDARDS and guidelines for coding and reporting.

Apply guidelines for coding and reporting when assigning NATIONAL CODING STANDARDS and codes.

Organize NATIONAL CODING STANDARDS and coding conventions.

Explain NATIONAL CODING STANDARDS and coding conventions.

Interpret NATIONAL CODING STANDARD Sand coding conventions to assign codes accurately.

Explain HIPAA's impact on the adherence to NATIONAL CODING STANDARDS Official Guidelines for Coding and Reporting and Official Guidelines for Coding and Reporting.

Describe the content of each section of the NATIONAL CODING STANDARDS Official Guidelines for coding and Reporting and the Official Guidelines for Coding and Reporting.

Apply general NATIONAL CODING STANDARDS and coding guidelines when assigning codes to diagnoses.

Apply chapter specific NATIONAL CODING STANDARDS and coding guidelines when assigning codes to diagnoses.

Organize and explain differences among outpatient and physician office health care settings.

Interpret outpatient diagnosis coding and reporting guidelines.

Assign NATIONAL CODING STANDARDS and diagnosis codes for outpatient and physician office care.

Analyze the HCPCS levels and their components.

Assign HCPCS level II procedure and service codes for outpatient care.

Identify situations in which both HCPCS levels 1 and II codes are assigned.

Explain the organization, format, and content of CPT.

Interpret CPT section guidelines, coding notes, and modifiers.

Assign CPT procedure and service codes for outpatient care.

Add CPT and/or HCPCS level II modifiers to codes, as appropriate.

Explain the organization, format, and content of the CPT Evaluation and Management section.

Interpret CPT Evaluation and Management section guidelines, coding notes, and modifiers.

Critique CPT evaluation and management levels of service for documented patient care.

Assign CPT evaluation and management service codes for patient care.

Add CPT and/or HCPCS level II modifiers to codes as appropriate.

Explain the organization, format, and content of the CPT Anesthesia section.

Interpret CPT Anesthesia section guidelines, coding notes, and modifiers.

Assign CPT evaluation and management service codes.

Add CPT and/or HCPCS level II modifiers to codes as appropriate.

Calculate anesthesia fees.

Explain the organization, format, and content of the CPT Radiology section.
 Interpret CPT radiology coding guidelines and notes.
 Assign CPT radiology codes.
 Add CPT and/or HCPCS level II modifiers to codes as appropriate.
 Explain the organization, format, and content of the CPT Pathology and Laboratory section.
 Interpret CPT pathology and laboratory coding guidelines and notes.
 Assign CPT pathology and laboratory codes.
 Add CPT and/or HCPCS level II modifiers to codes, as appropriate.
 Explain the organization, format, and content of the CPT Medicine section.
 Interpret CPT Medicine coding guidelines and notes.
 Assign CPT medicine codes.
 Add CPT and/or HCPCS level II modifiers to codes, as appropriate.

Insurance and Reimbursement Overview

West Virginia University at Parkersburg Uniform Course Syllabus

Identify and provide examples of third-party payers.
 List and define each health care reimbursement system.
 Describe the impact of HIPAA on health care reimbursement.

Topics to be studied:

Part I - Overview of Coding

Career as a Coder, Professional Associations and Discussion Boards, Coding Overview, Documentation as Basis for coding, Health Data Collection

Part II – National Coding Systems

Overview of NATIONAL CODING STANDARDS and /PCS, NATIONAL CODING STANDARDS Tabular List of Diseases and Tabular List of Diseases and Injuries, NATIONAL CODING STANDARDS Index to Disease and Index to Diseases and Injuries, NATIONAL CODING STANDARDS Index to Procedures and Tabular List of Procedures, Index and Tables, Official NATIONAL CODING STANDARDS and Guidelines for Coding and Reporting

NATIONAL CODING STANDARDS and Coding Conventions

Format and Typeface, Eponyms, Abbreviations, Punctuation, Boxed notes, Tables, Includes Notes, Excludes Notes Other, Other Specified, and Unspecified Codes, Etiology and Manifestation Rules, And, Due to, In and In (Due To), With, Cross-References

NATIONAL CODING STANDARDS and Coding Guidelines

NATIONAL CODING STANDARDS and Official Guidelines for Coding and Reporting, General NATIONAL CODING STANDARDS and Diagnosis Coding Guidelines, NATIONAL CODING STANDARDS Chapter-Specific Diagnosis Coding Guidelines with ICD-10 Alerts

NATIONAL CODING STANDARDS and Outpatient and Physician Office Coding

Outpatient Care, Diagnostic Coding and Reporting Guidelines for Outpatient Services: Hospital-Based and Physician Office, Coding guidelines for Outpatient Diagnostic Tests

Part III - Health Care Procedure Coding System (HCPCS), Level II National Coding System

Overview of HCPCS, HCPCS Level II National Codes, General Guidelines for Modifier Use, Assigning HCPCS Level II Codes, HCPCS Level II “C” Codes, Determining Payer Responsibility

Part IV - Current Procedural Terminology (CPT) Coding System - Introduction to CPT Coding

History of CPT, Overview of CPT, Organization of CPT, CPT Index, CPT Appendices, CPT Symbols, CPT Sections, Subsections, Categories, and Subcategories, CPT Modifiers, National Correct coding Initiative (NCCI)

CPT Evaluation and Management

Overview of Evaluation and Management Section, Evaluation and Management Section Guidelines, Levels of Evaluation and Management Services, Evaluation and Management Categories and Subcategories

CPT Anesthesia

Anesthesia Terminology, Overview of Anesthesia Section, Anesthesia Section Guidelines, Anesthesia Subsections

CPT Radiology

Radiology Terminology, Overview of Radiology Section, Radiology Section guidelines, Radiology Subsections, Diagnostic Radiology (Diagnostic Imaging), Diagnostic Ultrasound, Radiologic Guidance, Breast, Mammography, Bone/Joint Studies, Radiation Oncology, Nuclear Medicine

CPT Pathology and Laboratory

Overview of Pathology and Laboratory Section, Pathology and Laboratory Section Guidelines, Pathology and Laboratory, Subsections

CPT Medicine

Overview of Medicine Section, Medicine Section Guidelines, Medicine Subsections

Part V: Insurance and Reimbursement Overview - Insurance and Reimbursement

Third-Party Payers, Health Care Reimbursement Systems, Impact of HIPAA on Reimbursement, Health Reform

Relationship of Course to Program or Discipline Learning Outcomes:

Associate of Applied Science in Business Technology (BTEC) Program Outcomes:	
At the conclusion of the AAS in Business Technology program, students will:	
Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.	X
Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.	X
Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.	
Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.	
Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.	
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.	X
Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.	

Relationship of Course to General Education Learning Outcomes:	
Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
Human Inquiry & the Past	

Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
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Special projects or requirements of the course:

Reading assignments, Correct National Standards Coding, CPT (current year), examinations, review of medical records, correct coding of case studies.

Additional information. A good working knowledge of Medical Terminology is needed for success in this course. A grade of "C" is required for the Medical Office Assistant Certificate.

BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by:

Carol C. Thomas, Professor

Date: October 20, 2017