OST 105: MEDICAL CODING PROCEDURES (3)

COURSE OUTLINE LAST REVISED: SUMMER 2017
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OFFERED: ONLY SPRING unless special circumstances arise
PREREQUISITES: OST 102, HPE 113

CATALOG DESCRIPTION:

Extensive coverage of CPT and ICD-10 coding procedures. Students learn to abstract information from the patient record and combine it with reimbursement and coding guidelines to optimize physician payment.

REQUIRED: Please purchase all materials at the MCCC Bookstore. Thanks!


GENERAL EDUCATION CORE COMPETENCIES:

A. Communication: Students will communicate effectively in both speech and writing.
B. Critical Thinking and Problem-Solving: Students will use critical thinking and problem solving skills in analyzing information.
C. Ethical Reasoning and Action: Students will understand ethical issues and situations.
D. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
E. Computer Literacy: Students will use computers to access, analyze or present information, solve problems, and communicate with others.
F. Collaboration and Cooperation: Students will develop the interpersonal skills required for effective performance in group situations.
G. Intra-Cultural and Inter-Cultural Responsibility: Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

GENERAL EDUCATION GOALS:

Goal 1. Written and Oral Communication in English: Students will communicate effectively in both speech and writing.
Goal 2. Mathematics: Students will use appropriate mathematical and statistical concepts and operations to
Goal 4. Technology or Information Literacy: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
Goal 7. History: Students will understand historical events and movements in World, Western, non-Western or American societies.
Goal 8. Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples and assess their subsequent significance.

COURSE COMPETENCIES:

The student will be able to:

Identify and understand the uses of the CPT manual.

- Identify and explain the three factors of E/M coding.
- Define, explain, and understand types of anesthesia.
- Understand and locate notes in the Surgery section format.
- Define, identify, and analyze the different systems of the Human Body.

Demonstrate the ability to use codes relating to the various diseases of the Human Body for Insurance Billing.

- Analyze the elements of component coding in reporting radiology services.
- Demonstrate and list the uses of the ICD-10.

COURSE UNITS:

Unit I Current Procedural Terminology
The student will be able to…
- Identify and use the current-year CPT manual
- Explain the factors and levels of E/M service
- Identify CMS Documentation Guide lines

Unit II International Classification of Diseases, Up to date revision, Clinical Modification (ICD-10-CM)
The student will be able to…
- Identify the code s associated with the classification of various diseases.
- Demonstrate use of ICD-10-CM.
- Define the steps to diagnosis coding.

Unit III An Overview of Reimbursement
The student will be able to…
- Distinguish between Medicare Part A and Part B.
- Define a participating provider.
- Understand the process in completing and submitting claim forms.

ACADEMIC INTEGRITY STATEMENT:
Mercer County Community College is committed to Academic Integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty.

*All will be held accountable to the most up to date information in the Student Handbook:  http://www.mccc.edu/pdf/handbook.pdf. The below is not exhaustive:

A. Uses or obtains unauthorized assistance in any academic work.
   • copying from another student's exam.
   • using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
   • stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.
   • completing a graded academic activity or taking an exam for someone else.
   • giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
   • sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
   • submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
   • using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
   • presenting another individual's work as one's own.
   • submitting the same paper or academic assignment to another class without the permission of the instructor.
   • falsifying bibliographic entries.
   • submitting any academic assignment which contains falsified or fabricated data or results.

D. Inappropriately or unethically uses technological means to gain academic advantage.
   • inappropriately or unethically acquiring material via the Internet or by any other means.
   • using any electronic or hidden devices for communication during an exam. Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.