

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
(309) 692-4092      (800) 251-4299  
Summer 2007

**COURSE:** AH191 Medical Coding Practicum  
**CREDIT HOURS:** 4 quarter credit hours completed on an arranged basis  
**COURSE DESCRIPTION:**

Prerequisite: AH 200 Medical Office Procedures III and AH 220 Medical Office Procedures IV. The student will experience a supervised practical experience or simulated work experience intended to reinforce the student's skills in medical coding and insurance claim processing. A minimum of 160 clock hours is required and the student must meet entry-level requirements to pass this course. Specific arrangements for this experience must be made with the Department Director during the quarter preceding the practicum. Professional dress is required.

**TEXT:** Clinical Coding Workout: Practice Exercises for Skill Development  
**ISBN:** 1-58426-170-6  
**AUTHOR:** AHIMA Coding Products and Services Team  
**PUBLISHER:** American Health Information Management Association

**LEARNING OBJECTIVES:** The student will be able to:

1. Develop confidence in the application of coding knowledge and skills.
2. Complete their education preparation for employment in a health facility.
3. Assign appropriate ICD-9-CM, CPT, and HCPCS codes for a variety of different settings.

**MIDSTATE GRADING SCALE:** 90 - 100 A  
80 - 89 B  
70 - 79 C\*  
60 - 69 D  
0 - 59 F

\*ALL students must have a 70% or better to pass this course.

**Midstate Plagiarism Policy:**

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

This is a standardized syllabus for AH191. All modifications will be made by the program director to maintain consistency.

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**INTERIM PERFORMANCE EVALUATIONS:** The student's progress is evaluated through assignments. No late assignments will be accepted. The results of the assignments are shared with the student in a timely manner to offer encouragement, information, coaching, retraining and progress reports. Inability to do assignments to a satisfactory level may necessitate repeating the externship. Each week you will be required to communicate with the instructor, either via e-mail, phone, or in person.

\*Any student achieving assignments below 70% may not be demonstrating professional behavior and adequate skills and may be required to repeat the externship at the discretion of the Coding and Transcription Advisor.

**ATTENDANCE:** Students are expected to communicate with the instructor at least once a week and get the assignments turned in on time.

**FINAL ASSESSMENT EXAM:** Students are required to complete a Final Assessment Exam during finals week. The grade on this exam will comprise a portion of the externship grade. A student's externship grade can be held until this assessment is completed. This may delay a student's graduation from the program.

<b>Work to be completed</b>	<b>Points</b>
Level I Exercises	100
Level II Exercises	100
Level III Exercises	100
Internet Assignment	50
Externship Assignment	50
Externship Reflection	40
Thank you note(s)	10
Final Exam	50
<b>Total</b>	<b>500</b>

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**EXTERNSHIP RELECTION**

All externship students are required to compose a paper reflecting on their experience in the course. The paper should be at least two pages, double-spaced, in length and contain at least the following:

- Self-assessment of strengths in coding
- Self-assessment of weaknesses in coding
- Action plan to improve areas of weakness
- Plans to prepare for certification examination
- Immediate career goals and plan to achieve
- Long-range career goals and plan to achieve

**EXTERNSHIP ASSIGNMENT**

Students completing their externships internally at Midstate College will be required to contact a coder or coding supervisor at any area healthcare facility to obtain the information. The following information is to be gathered and written in essay format:

1. What is the background,/training/credentials of the coding specialists?
2. How many coders are there?
3. What are the credentials do the coding staff possess?
4. How many people in the department are credentialed?
5. What hours do the coders work?
6. What is the relationship of the coding department with the billing department?
7. Do the coders use an encoder, coding books, or both?
8. What effect do various insurance companies have on coding practices?

**. THANK YOU LETTERS**

A thank you letter should be written and mailed to each Professional Practice Experience supervisor or interview subject, one per site, within one week of the activity. A copy of the letter should be submitted to the Medical Coding faculty advisor.

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