

MIDSTATE COLLEGE
411 W. Northmoor Road
Peoria, IL 61614
(309) 692-4092 (800) 251-4299
(Summer 2019)

COURSE: AH 200 Medical Office Procedures III

CREDIT HOURS: 4 quarter hours

METHOD OF DELIVERY: Classroom

COURSE DESCRIPTION: Students are introduced to the fundamentals of assigning International Classification of Diseases (ICD-9-CM and ICD-10-CM) codes, Current Procedural Terminology (CPT) codes, and Health Care Common Procedure Coding System (HCPCS) Level II codes. The history of coding, coding conventions, pertinent legal and ethical issues in coding, Medicaid and Medicare fraud, hospital billing and DRGs, and coding and billing issues will be covered.

PREREQUISITE: AH 110 Medical Terminology and AH 120 Human Anatomy and Disease

TEXTS: 1) Medical Coding fundamentals; ISBN 978-07-337498-7
2) Current edition of ICD-10-CM, HCPCS & CPT manuals

AUTHOR: Susan Goldsmith; Marc Leib

PUBLISHER: McGraw-Hill

MATERIALS NEEDED: Medical Dictionary

REQUIREMENTS FOR COMPLETING THE COURSE: All competencies must be passed at 70% or better to pass this course regardless of classroom grades. Attendance at 75% or greater and compliance with dress code is required to pass the professionalism competency. Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade that can be attained will be 70% for that competency. Students must complete assessment tools to the satisfaction of the instructor and standard departmental AH200 exams. Department policy prohibits extra credit.

Required Competencies for AH 200:

1. Do procedural coding **VIII-1**
2. Do diagnostic coding **VIII-2**
3. Work with the physician to obtain maximum reimbursement **VIII-3**
3. Dress and behave in a professional manner **MCS**

Required curriculum in all three learning domains (cognitive, psychomotor and affective) is listed under learning objectives and coded by assessment tool. T = test, W = worksheet, W* = worksheet and work product. Required curriculum topics are followed by numerical mapping to Core Curriculum 2008.

TOPICS: Correctly identify and indicate the use of various coding conventions, rules, and symbols. Where and how to obtain coding assistance. Reasons for and progress toward ICD-10. Define bundling of charges and why it should be avoided.

LEARNING OBJECTIVES: Upon completion of the course, the student will be able to:

1. **W*** do procedural coding. **P VIII (1)**
2. **W*** do diagnostic coding. **P VIII (2)**
3. **T** describe how to use the most current diagnostic coding classification system. **C VIII (3)**
4. **T** describe how to use the most current procedural coding classification system. **C VIII (1)**
5. **T** describe how to use the most current HCPCS coding. **C VIII (4)**
6. **W*** work with the physician to obtain maximum re-imburement. **A VIII (1)**
7. **T** define up coding and why it should be avoided. **C VIII (2)**
8. **W** dress and perform in a professional manner. **MSC**

MIDSTATE GRADING SCALE:

90 – 100

A

80 – 89

B

70 – 79

C* *Students must have a grade of 70% or better on all competencies to pass this course.

60 – 69 D
0 – 59 F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management

Instructor Information:

Margaret Markley

Office: 204 692-4092

Office Hours: Posted

E-mail: mmarkley@midstate.edu

Participation requirements/Policies and Procedures:

1. All work is to be completed on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. Quizzes and competencies must be made up within one week of absence.
2. You are expected to be on time. If you must arrive or leave during class, do so quietly. You are not excused from class for any reason. Class is like having a job. **Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is more than 6 day classes and more than 3 night classes. If this amount is missed, you will fail your professionalism competency and therefore will need to retake this course.** If for some reason you are not able to attend class, I am not available to re-teach the missed lesson on a one to one basis. *Attendance is EXPECTED, not SUGGESTED.*
3. Professional dress will be monitored and professionalism points deducted each class that the dress code is not followed. Professional dress will be monitored on lab days only.
4. You must pass all competencies **BEFORE** taking the final exam.
5. **Academic dishonesty is never tolerated and will be referred to the dean.**
6. Black Ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality.
7. **Please make certain that your cell phone is on “vibrate”. If you must take a call during class, please step out of the class quietly. Absolutely no text messaging will be allowed during class time. No phone calls will be allowed during testing.**

Examination Information: During this course, the student will be expected to complete three competencies, three quizzes and two exams. The competencies will be performance based and require the student to read a scenario, determine the diagnosis and procedures that need to be coded, and find the appropriate code for each scenario. Quizzes will consist of matching, true/false, multiple choice and essay. Exams include a midterm and a final. Each exam will consist of multiple choice, true/false, fill in the blank and some essay questions.

Methods of Evaluation: Students will be evaluated based on completion of homework average, attendance, competency average, quizzes and exams.

Instructor Grading Scale:

Homework

319 pts total

Competencies* Average of Competencies

100 pts total

Exams

50 pts. ea. (Exam 1, 2, & 3), 100 pts. (Final)

250 pts total

Total Pts. for Class

669 pts

Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade attainable will be 70% for that competency.

Lesson Plan Summer 2019

- Week 1:** Introductions, review syllabi, overview of class
Lecture: Chapter 1
Topics: Medical Terminology, Anatomy & Physiology
Objectives: Describe how to use the most current diagnostic coding classifications system
Homework: Read Chapter 1. Complete Checking Your Understanding and Using Terminology at the end of the chapter. Study for exam on Chapter 1.
- Week 2:** **Exam 1**
Lecture: Chapter 5
Topic: ICD-10-CM
Objectives: Describe how to use the most current diagnostic coding classifications system.
Homework: Read Chapter 5. Complete Using Terminology and Checking Your Understanding at the end of the chapter; Study for exam on Chapters 5. Practice for ICD competency.
- Week 3:** **Lecture: Chapter 5 Continued**
Topics: ICD-10-CM
Objectives: Describe how to use the most current diagnostic coding classifications system
Homework: Read chapter 5. Complete Using Terminology and Checking Your Understanding for the chapter.
In class activities: Applying Your Skills on page 126
- Week 4:** **Exam 2**
- Week 5:** **Competency: ICD-10-CM**
Objective:
- do diagnostic coding
 - dress and perform in a professional manner

Homework: Read Chapters 6 & 7
Complete Using Terminology for each chapter
Complete checking your understanding for Chapter 6
Complete Applying your skills for Chapter 7

Week 6:

Lecture: Chapters 6 & 7

Topics: Introduction to CPT; Modifiers

Objectives:

- describe how to use the most current procedural coding classification system
- dress and perform in a professional manner

Activities: Applying Your Skills for both chapters.

Homework: Read Chapter 8 & 9

Complete Using Terminology for each chapter

Complete Checking your understanding (1-10) for chapter 8

Complete Checking your understanding (1-25) for chapter 9

Week 7:

Lecture: Chapters 8 & 9

Topics: Evaluation and Management

Objectives:

- describe how to use the most current procedural coding classification system
- dress and perform in a professional manner

In class activity: Applying Your Skills for both chapters

Homework: Using Terminology and Checking Your Understanding at the end of each chapter. Read Chapters 10, 11 & 12

Complete Applying your Skills (1-10) for chapter 10

Complete Applying your Skills #10, 11, 12, 13, & 14) for chapter 11

Complete Applying your Skills (1-5) of each module for chapter 12

Week 8:

Lecture: Chapters 10, 11

Topics: Anesthesia Services, Radiology Services

Objectives:

- describe how to use the most current procedural coding classification system
- dress and perform in a professional manner

In class activities: Applying Your Skills for both chapters

Homework: Using Terminology and Checking Your Understanding at the end of each chapter.

Week 9

Lecture: Chapter 12

Topics: Surgery Codes

Objectives:

- describe how to use the most current procedural coding classification system
- dress and perform in a professional manner

In class activity: Applying your skills

Homework: Checking Your Understanding (problems 1-10) of each of the 6 modules for this chapter.

Week 10:

Lecture: Chapters 13, 14 & 15

Topics: Pathology and Lab Services, Medicine Services, and HCPCS

Objectives:

- describe how to use the most current procedural coding classification system
- describe how to use the most current HCPCS coding
- dress and perform in a professional manner

In class Activity: Applying Your Skills for each chapters

Homework: Read Chapters 13, 14, &15

Complete Checking your Understanding (1-10) of each chapter

Week 11:

Exam 3

Competency: CPT & Maximum Reimbursement

Objectives:

- do procedural coding
- work with the physician to obtain maximum re-imburement
- dress and perform in a professional manner

Homework: Study for Final Exam

Week 12:

Final Exam

Competency Retakes