

MIDSTATE COLLEGE
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Peoria, IL 61614
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Summer Quarter 2006

COURSE: AH 235 – Advanced Medical Coding and Billing

CREDIT HOURS: 4 quarter credit hours completed in classroom

TEXTS: *Coding & Reimbursement for Physician Services*, 2006 Edition

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PUBLISHER: American Health Information Management Association

COURSE DESCRIPTION: Prerequisites for this class are AH110 Medical Terminology I, AH120 Human Anatomy and Disease, AH 200 Medical Office Procedures III, and AH 225 Coding for Hospital Reimbursement. Students will build on basic coding principles learned in AH 200. Physician-specific guidelines will be introduced, including Inpatient Prospective Payment System and Outpatient Prospective Payment System. Material covered will include coding conventions, pertinent legal and ethical issues in coding, fraud, and billing issues. All competencies must be passed with a “C” or better to pass this course.

MATERIALS NEEDED: Taber’s Medical Dictionary

REQUIREMENTS FOR COMPLETING THE COURSE: Student must complete all assessment tools required by the instructor. **All competencies must be passed with a 70% or better to complete this course.**

TOPICS TO BE COVERED:

1. ICD-9-CM diagnosis coding
2. CPT-4 coding
3. HCPCS coding
4. Ambulatory Payment Classifications (APC’s)

LEARNING OBJECTIVES: The student will be able to:

1. Define and use selected terms in the vocabulary of medical diagnosis and procedure coding.
2. Correctly identify and indicate the use of various coding conventions, rules, and symbols.
3. Use the ICD-9-CM and CPT medical coding books correctly to code both diseases/conditions and procedures/treatments.
4. Describe how to avoid legal & ethical problems in coding practice.
5. State where and how to obtain coding assistance.
6. Perform competencies to meet the requirements of the instructor.

GRADING SCALE:

90 -100	A	*Allied Health majors must have a 70% - C average or better
80 - 89	B	
70 - 79	C*	
60 - 69	D	
0 - 59	F	

This is a standardized syllabus for AH 235. All modifications will be made by the program director to maintain consistency.

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AH 235

Instructor Information: Debbie Hartzell phone: 692-4092 e-mail: dhartzell@midstate.edu

Methods of evaluating student performance: This class will have quizzes, theory tests and competencies.

Week	Material Covered	Homework	Reading
1	Pretest	Exercises 1.1 and 9.1	Pages 1-34 and 261-272
2	No class		
3	Evaluation and Management	Exercise 2.1	Pages 39-72 and 401-447
4	Surgery	Exercises 4.1-4.5 Cases 3,4,15,17,18,20	Pages 95-137
5	Surgery	Exercises 4.6-4.10 Cases 12,14,19	Pages 139-181
6	Surgery	Study	Study
7	No class		
8	Radiology, Pathology, and Laboratory	Exercises 5.1 and 6.1 Cases 9,10,16	Pages 187-200, 207-217
9	Medicine and HCPCS Level II	Exercises 7.1 and 8.1	Pages 223-245, 253-257
10	Reimbursement Process and Coding and Reimbursement Reports and Databases	Exercises 10.1 and 11.1	Pages 277-298, 305-323
11	Evaluation of coding quality	Surgical case audit exercise p.382-393, Evaluation & Management audit exercise p. 394-399	Pages 329-344
12	Final Exam		

References and Required Reading Lists: Current year Current Procedural Terminology (CPT) Book, International Classification of Diseases, 9th Edition, Clinical Modification (ICD-9-CM)

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. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material. All work prior to week six must be completed by week six. All work from week 6-11 must be completed by the end of week 11.
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. **Attendance is expected, not suggested.** Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 6 or more day classes and 3 or more 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.
3. **Academic dishonesty is never tolerated and will be referred to the dean.**
4. Black Ink must be used on all written assignments. Ragged edged paper is not acceptable for assignments. Work should be portfolio quality.
5. Please make certain that you cell phone is on "vibrate". If you must take a call during class, please step out of the class quietly.

