AH 142 Practical Applications in Coding I

2 Credits

Course Description: This course is designed to provide students with medical coding skills. The focus of the class is on ICD-9-CM and CPT-4 coding. Prerequisites: AH 138 & AH 139

Course Objectives:

Students are expected to

· Utilize CPT and ICD-9 concepts and coding skills to code medical records and other medical documents.

· Follow coding guidelines and sequencing rules.

· Apply knowledge of E&M codes, E-codes and V-codes.

Instructor: Michelle Gehring
Office: Online
Office Hours: Use the eMail tool within the online course to communicate with the instructor. Course eMail messages will be checked regularly, Monday through Friday. If you have a technical problem, contact the Distance Education office by calling 1-701-228-5479 or 1-888-918-5623 (toll-free).
Email: Use online course eMail tool.
Class Schedule: Online

Textbooks:

Title : The Extra Step, Facility-Based Coding Practice 2011 Edition
ISBN : 978-1-4377-1659-7

Title : ICD-9-CM Volumes 1-3 Coding Book
Author : Carol Buck
Publisher : Saunders
Edition/Year : 2011
ISBN : 978-1-4377-1191-2

Title : CPT-4 2011
Author : American Medical Association
Publisher : American Medical Association
Edition/Year : 2011
ISBN : 978-1-60359-216-1

Course Requirements:

Independent Practice: Answer all section reviews and chapter reviews to make sure that you understand the information in the assigned chapters. If you have questions about any topics or need help, please contact me or another student via the course email.

Assignments: Each chapter will have a graded assignment that should be completed. All assignments (quizzes) will have an individual score and at the end of the course will be worth part of the total grade.

Tentative Course Outline:

· Week 1: Chapters 1-2

· Week 2: Chapters 3-4

· Week 3: Chapters 5-6

· Week 4: Chapters 7-8

· Week 5: Chapters 9-10

· Week 6: Chapters 11-12

· Week 7: Chapters 13

· Week 8: Final Exam

Relationship to Campus Theme:

Nature: The course focuses on health problems of humans and medical responses to injuries, illnesses, and diseases.
Technology: Current tools in the medical coding industry are utilized to code medical procedures.
Beyond: Students learn to communication with other medical professionals.

Classroom Policies:

- Regular participation is expected.

· The student is expected to complete all assignments and tests in a timely manner; assignments and tests must be completed in the order that they are presented.

· The student is expected to complete all section and chapter reviews, even though these reviews will not be graded.

· The student is expected to communicate with other students and instructor via course mail or discussions when it is required.

· The student will complete each assignment before taking the related test.

· Each test will be completed online.

· Each test has a set time limit.

· Once a test is opened, it must be completed. It is up to students to be sure they are ready to take a test before entering it.

· Each test will have sections that require the use of the CPT coding book. For all questions that do not need a "code," the student is not to use the CPT book.

Evaluation:
Grades will be calculated by dividing total points earned by total points available from assignments and tests. A passing grade will be 60% or higher.

A--90-100%
B--80-89%
C--70-79%
D--60-69%
F--59% or lower

Academic Integrity: The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, Is It Plagiarism Yet?.

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the Student Handbook on pages 18, 19, and 37.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.