



Course Prefix/Number/Title: AH143 Intermediate Coding II

Number of Credits: 3

Course Description: •Utilize CPT and ICD-10 concepts and coding skills to code medical records and other medical documents.

- Follow coding guidelines and sequencing rules.
- Apply knowledge of procedural and diagnosis coding practices.

Pre-/Co-requisites: AH 138, AH 139 & AH 142.

Course Objectives •Utilize CPT and ICD-10 concepts and coding skills to code medical records and other medical documents.

- Follow coding guidelines and sequencing rules.
- Apply knowledge of procedural and diagnosis coding practices.
- Utilize CPT and ICD-10 concepts and coding skills to code medical records and other medical documents.
- Follow coding guidelines and sequencing rules.
- Apply knowledge of procedural and diagnosis coding practices.

Instructor: Mary Aboutar

Office: Remote

Office Hours: Tuesday & Friday 2pm-5pm (CST)

Phone: 630-660-11257

Email: Aboutar.mary@ndus.edu

Lecture/Lab Schedule:

Textbook(s): Title: 2018 Step-by-Step Medical Coding

Author: Carol Buck

Edition/Year: 2018

ISBN: 978-0-323-43081-4

Title: ICD-10-CM For Hospitals

Edition/Year: 2018

ISBN: 978-0-323-43072-2

Title: CPT-4 2018 Standard

Author: American Medical Association

Publisher : American Medical Association

Course Requirements: 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.

Tentative Course Outline:

- Week 1: Chapters 17 & 18
- Week 2: Chapters 16
- Week 3: Chapters 19
- Week 4: Chapters 20
- Week 5: Chapters 22 & 23
- Week 6: Chapters 24 & 25
- Week 7: Chapter 26
- Week 8: Final Complete Comprehensive Coding Exam

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

**Student Learning Competencies for students in AAS degree programs:**

Students will:

1. Employ industry-specific skills in preparation for workplace readiness.
2. Combine general education and vocational skills curriculum

Student Learning Competency for students in a certificate program

Students will: Employ industry-specific skills in preparation for workplace readiness.

- 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 assignment/test will be completed online.
- Once an assignment/test is opened, it must be completed. It is up to students to be sure they are ready before entering it.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official for of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

### Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

### Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

### Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.