



Course Prefix/Number/Title: AH 139 Basic Diagnosis Coding (ICD-10-CM)

Number of Credits: 3

Course Description: This course is designed to provide students with medical diagnosis coding skills. The focus of the class is on the International Classification of Diseases, Clinical Modification or ICD-10-CM

Pre-/Co-requisites: None

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.

Instructor: Mrs. Aboutar

Office: Online

Office Hours:

Monday-Friday 2:30pm-6:30-pm

Email: Aboutar.mary@ndus.edu

Lecture/Lab Schedule: Assignments & quiz weekly

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 Edition/Year : 2018 ISBN : 978-1-62202-598-5

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

Tentative Course Outline:

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

Relationship to Campus Focus: Nature: The course focuses on health problems of humans and medical responses to injuries, illnesses, and diseases. Technology: Relevant tools in the medical coding industry are utilized to code medical procedures. Beyond: Students learn to communicate 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 communicate with other students and instructor via course mail or discussions when it is required.
- 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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form 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.