

Department : Office Systems Technology
Course Title : Medical Coding Basics
Section Name : POFM 1300
Start Date : 08/22/11
End Date : 12/09/11
Modality : Face-To-Face
Credits : 3

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426
Office Hours: MW 8:00 am to 9am
 10 am to 12 pm
 TTH 9:30 am -12:00 pm
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

TEXTBOOK:

Understanding Health Insurance 10th ed
Michelle Green
Cengage Publishing
ISBN #1-111-03518-0

ICD-9 Current edition
CPT- 2011 AMA Publishing

SUPPLIES: One ream of copier paper

Prerequisites/Corequisites

None

Scans

1,2,3,4,5,6,8,9,11

Course Objectives

At the conclusion of this course, the student should be able to:

1. Explain why coding is an important part of health care provider's office.
2. Describe information necessary from patient chart
3. Describe proper codes for all diagnoses and procedures.
4. Describe legal ramifications of medical coding
5. Demonstrate proper use of ICD 9 CM coding system for diagnosis.
6. Code diagnosis from patient descriptions.
7. Demonstrate use of the CPT system for procedure coding.
8. Identify properly completed insurance claim form.
9. Complete an insurance claim form.
10. Locate and understand written information in prose.

Required Materials - none

Date	Assignment	Description
Aug 22-Sept 8	Test 1 Sept 8	Ch 1 Heath Insurance Specialist career Ch 2 Introduction to Health Insurance
Sept 13- 22	Test 2 22	Ch 3 Managed Health Care Ch 4- Development of an Insurance claim
Sept 27- Oct 6	Test 3 Oct 6	Ch 5 Legal and Regulatory Issues
October 11-20	Test 4 20	Ch 6- ICD-9 Coding part 1
Oct- 25-Nov 3	Test 5 Nov 3	Ch 6 ICD-9 Coding part 2
Nov 8-17	Test 6 17	Ch 7 CPT Coding part 1
Nov 22 - Dec 1	Test 7 Dec 1	CH 7 CPT Coding part 2
Dec 6		FINAL- Comprehensive

Grading Policy

This class is graded on points system. Here is a breakdown of the points available.

GRADES:

Final grades will be determined according to the following point system:

TOTAL POINTS POSSIBLE:

630-700	= A	(90-100% of points possible)
560-629	= B	(80 - 89% of points possible)
490-559	= C	(70 -79% of points possible)
420-489	= D	(60 -69% of points possible)
0- 419	= F	(0 -59% of points possible)

We will cover 7 chapters this semester.

You have 5 days from the date that the grades are posted to dispute that grade. After that, I will not change your grade. It is up to you to

check your grades weekly to make sure that assignment grades were posted correctly.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**