

Course Objectives/Course Outline
Spokane Community College

Course Title: Medical Office Coding 123

Prefix and Course Number: MSEC 123

Course Description:

The focus of this class is an introduction to the coding rules for the CPT, ICD-9-CM and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented. The medical topics of Medicare fraud/abuse, HMOs and PROs are also reviewed. The Correct Coding Initiative will be covered.

Course Learning Outcomes:

By the end of this course, a student should be able to:

PERFORMANCE OBJECTIVES



R RESPONSIBILITY



OC ORAL COMMUNICATION



WC WRITTEN COMMUNICATION



GA GLOBAL AWARENESS



PS PROBLEM SOLVING

When given a written or practical examination, the student will perform with a minimum of 80% accuracy within the defined time period.

Course Outline

I. Introduction to CPT Coding



After completing this section student will:

- A. Spell and define pertinent terminology
- A. Identify the purpose of the CPT manual
- A. Recognize symbols and sections used in the CPT manual
- B. Interpret the information contained in section Guidelines
- C. Identify manual format, modifiers, and unlisted procedures/services
- D. State the purpose and content of special reports

II. Evaluation and Management Coding



After completing this section the student will:

- E. Spell and define pertinent terminology
- F. Identify and explain the three factors of E/M code assignment

- G. Analyze the key components of E/M codes
- H. Explain the levels of E/M service
- I. Identify elements of contributing factors
- J. Apply coding guidelines to correctly code E & M services

III. Anesthesia Coding and Modifiers  PS

After completing this section the student will:

- K. Recognize elements of the anesthesia formula
- L. Calculate anesthesia service
- M. Recognize anesthesia qualifying circumstances
- N. Identify modifiers used throughout the CPT Manual
- O. Utilize CPT modifiers

IV. Introduction Surgery Coding and Body Systems  PS

After completing this section the student will:

- A. Analyze unique Surgery Subsection characteristics
- P. Understand and apply rules for coding fractures
- Q. Differentiate between fracture treatment types
- R. Analyze cast application and strapping procedures
- S. Identify critical elements in coding incisions, wound exploration, excision, introduction, and grafts
- T. Differentiate between codes based on surgical approach
- U. Understand component coding
- V. Apply surgery coding guidelines and modifiers to correctly code surgical procedures

V. Radiology and Pathology/Laboratory Coding  PS

After completing this section the student will:

- B. Apply radiology and pathology guidelines to code from these section

VI. Medicine and Level II National Codes  PS

After completing this section the student will:

- C. Apply medicine guidelines to correctly code medicine procedures
- D. List the major features of Level II National Codes
- E. Code patient services, equipment, and supplies using Level II codes.

INTERNATIONAL CLASSIFICATION OF DISEASES 9TH REVISION
CLINICAL MODIFICATION (ICD – CM) MANUAL

VII. Overview of the ICD-9-CM coding manual  

After completing this section the student will:

- W. List the purpose of the ICD-9-CM coding.
- X. Apply coding conventions when assigning diagnoses codes
- Y. Identify the characteristics of Volumes 1, 2, and 3

VIII. Using the ICD-9-CM coding manual 

After completing this section the student will:

- Z. Understand the official coding principals
- AA. Define principal and primary diagnosis
- BB. Explain the process for reporting additional diagnoses
- CC. Properly sequence codes
- DD. Assign codes to the highest level of specificity
- EE. Apply basic coding guidelines to classifying outpatient services

IX. **Third-Party Reimbursement Issues**

After completing this section the student will:

- A. Understand Inpatient Diagnosis-Related Groups (DRGs)
- B. Explain the purpose of PROs
- C. Explain the RBRVS system
- D. State the structure of APC system