

CLASS NUMBER AND NAME:	MD310 Advanced Medical Coding
TOTAL HOURS/UNITS:	25 HOURS/2.5 UNITS
PREREQUISITES:	PREREQUISITES: Completion of MD301A Medical Insurance Coding I, MD301B Medical Insurance Coding II, AND MD301C Medical Insurance Coding III; Completion or concurrent enrollment in MD306
TEXTS AND MATERIALS:	<ul style="list-style-type: none">• 2009 Current Procedural Terminology Codebook, Standard Edition, American Medical Association.• 2009 Health Care Common Procedural Coding System Level II manual• <u>Coding for Medical Necessity in the Physician's Office</u>; Farwell, Deborah; Favreau, Cecile; Delmar Cengage Learning; 2008
CLASS DESCRIPTION:	This course expands on the knowledge gained in CPT and ICD-9 coding. The student will gain further understanding of the evaluation and management audit form and learn to abstract data to accurately code both procedures and diagnoses. The student will learn to abstract information from patient chart notes, operative reports, radiology reports, and laboratory and pathology requisition forms. The student will also be introduced to hospital billing and the CMS-1450 form.
CLASS OBJECTIVES:	Properly demonstrate the use of CPT, HCPCS, and ICD-9-CM coding manuals while coding case scenarios. Demonstrate the use of the E/M audit form Demonstrate the use of modifiers in the CPT manual and HCPCS manuals Properly code office notes, operative and radiology reports Understand the Correct Coding Initiative Understand the concept of medical necessity
CLASS FORMAT OVERVIEW:	The class is designed to present information to the student

using theory and practical reviews and exercises. The student learns to code a variety of health related situations with reality based case scenarios using worksheets and exercises throughout each section. Much of the work is done in class with explanations and clarifications by the instructor as the student goes along. Correction of assignments in class is an integral part of the learning experience.

METHODS OF INSTRUCTION:

The class is conducted in lecture, question and answer discussion method. Visual aids and handouts will be used to help describe various forms and procedures used in the billing environment.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will be up to the instructor to decide if the student had arrived in time to be counted as present or the instructor's decision will be final.

It will be the student's responsibility to learn of any assignments given in class when absent.

TESTING:

Quizzes are given after each chapter. A cumulative final is given.

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 60% or better in order to pass the course.

The student must complete all assigned workbook pages and worksheets (pass/fail).

Only the final test may have one retake if the score is below 70%. Upon earning a C or above on the final retake the grade will be recorded at 70% exactly. The retake will be scheduled with the instructor. There are no other retakes for this course.

LATE TESTING:

A TEN PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If the student is not present the day of the test and arrangements have not been made with the instructor to take the test early, the student will

automatically be given the 10 percent penalty. (Late tests start with a 0B0).

GRADING POLICIES:

Each student is graded on the cumulative point system. Points will be given for textbook, workbook, and completed worksheets assignments, quizzes, attendance and the final exam.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Students out of uniform will be subject to the uniform contract grading policy.

IF THE STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Understand the concept of medical necessity
2. Assign modifiers according to CCI edits
3. Locate accurate codes for procedures, services, and diagnoses the CPT, HCPCS, and ICD-9-CM manuals
4. Use an E/M auditing form
5. Accurately abstract data from operative reports and chart notes

**MD310 ADVANCED CODING I
EVENING CALENDAR**

WEEK	DAY 1	DAY 2
1	INTRO Chapter 5 Abstracting Medical Documentation	Chapter 5 Abstracting Medical Documentation
2	QUIZ 1 Week 1 Assignment Due Chapter 6 Evaluation/Management Coding	Chapter 6 E/M Coding
3	QUIZ 2 Week 2 Assignment Due Chapter 4 & 7 Coding Modifiers & CCI Edits/ Anesthesia Coding	Chapter 4 & 7 Coding Modifiers & CCI Edits/ Anesthesia Coding
4	QUIZ 3 Week 3 Assignment Due Chapter 8 Coding for Surgery	Chapter 8 Coding for Surgery
5	QUIZ 4 Week 4 Assignment Due FINAL PRACTICE Chapter 9 Radiology, Laboratory, Medicine	FINAL PRACTICE Chapter 9 Radiology, Laboratory, Medicine
6	FINAL EXAM Week 5 Assignment Due	Makeup Day Grades posted

Calendar is subject to change at instructor's discretion. Any student not in full uniform will be marked absent. Late tests may be taken on designated make-up days only. There are no retakes for tests taken late.

**MD310 ADVANCED CODING I
DAY CALENDAR**

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	INTRO Chapter 5 Abstracting Medical Documentation	Chapter 5 Abstracting Medical Documentation	Chapter 5 Abstracting Medical Documentation	Chapter 5 Abstracting Medical Documentation	QUIZ 1 Chapter 5 Week 1 Assignment Due
2	Chapter 6 Evaluation/ Management Coding	Chapter 6 E/M Coding	Chapter 6 E/M Coding	Chapter 6 E/M	QUIZ 2 Chapter 6 Week 2 Assignment Due
3	Chapter 4 & 7 Coding, Modifiers, & CCI Edits/ Anesthesia Coding	Chapter 4 & 7 Coding, Modifiers & CCI Edits/ Anesthesia Coding	Chapter 4 & 7 Coding, Modifiers, & CCI Edits/ Anesthesia Coding	QUIZ REVIEW Chapter 4 & 7 Coding, Modifiers, & CCI Edits/ Anesthesia Coding	QUIZ 3 Chapter 4&7 Week 3 Assignment Due
4	Chapter 8 Coding for Surgery	Chapter 8 Coding for Surgery	Chapter 8 Coding for Surgery	Chapter 8 Coding for Surgery	Quiz 4 Chapter 8 Week 4 Assignment Due
5	FINAL PRACTICE Chapter 9 Radiology, Laboratory, Medicine	FINAL PRACTICE Chapter 9 Radiology, Laboratory, Medicine	FINAL PRACTICE Chapter 9 Radiology, Laboratory, Medicine	Final Exam Week 5 Assignment Due	TEST MAKE-UP DAY

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**MD310 Advanced Medical Coding
Weekly Assignments**

Week 1

Chapter 5 Abstracting from Medical Documentation
Pages 91-103
Case Scenarios 5-1 through 5-15
Chapter Review all

Week 2

Chapter 6 Evaluation and Management (E&M) Coding
Pages 105-141
Case Scenarios 6-1 through 6-18 all
Chapter Review all

Week 3

Chapter 4 Coding with Modifiers and CCI Edits
Pages 71-90
Case Scenarios Even only
Chapter Review
Chapter 7 Anesthesia Coding
Pages 143-160 all
Chapter Review all

Week 4

Chapter 8 Coding and Surgery
Pages 161- 220
Case Scenarios Even only
8-1 through 8-60
All Cases and Review

Week 5

Chapter 9 Radiology, Laboratory, Pathology, and Medicine Coding
Pages 221-241
All Cases and Review