LEWIS-CLARK STATE COLLEGE  
BUSINESS TECHNOLOGY & SERVICE  
SYLLABUS

COURSE TITLE: Medical Coding  
COURSE NUMBER: MEDPT 275-01  
CREDITS: 3  
INSTRUCTOR: Rhona Alboucq  
OFFICE: SGC #200B  
TELEPHONE NUMBER: 792-2371  
OFFICE HOURS: 10:00–11:45 T/TH  
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TEXTS:  
Step-by-Step Medical Coding 2014  
Edition by Buck  
Bundle with workbook  
ISBN# 97803232340833  

CPT 2015 by American Medical Association  
PREREQUISITE:  
MEDPT 172 Medical Terminology  
or by permission of instructor

DATE: Spring 2015

PURPOSE:  
This course is designed to help students master the complexity of medical coding. Using the Current Procedural Terminology (CPT), the Healthcare Common Procedure Coding System (HCPCS), the International Classification of Diseases, Clinical Modification (ICD-9-CM) and (ICD-10) coding books, students will convert written descriptions of diseases, injuries, and procedures into numeric designations. This course will provide an overview of all coding, including billing, reimbursement, audit and appeals. Exercises will cover all of the medical specialties, and will deal with the common coding problems encountered in the real medical world environment. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Administrative Medical Assistant, Medical Assistant, and Medical Biller/Coder programs.

COURSE ORGANIZATION:  
This course will advance at a comfortable, yet brisk pace. This semester we will cover 1-3 textbook chapters per week. There will be a great deal of reading for this course. Each week you will complete each textbook review assignment, and as many of the workbook exercises as possible. The answers to the odd numbered questions are in the back of your
workbook, and I will provide you with the answers to the even questions. In order to be successful in this class it is necessary for you to take the initiative to do these each week.

Make sure to organize your week well in order to have the time to read the material and complete the assignments.

The exams will be done in class using the appropriate resources. The FINAL EXAM will consist of randomly selected questions from your textbook and workbook reviews. You will have two hours to complete the final exam. There will be a theory and practical part to the exam.

METHODS OF EVALUATION:
Chapter assignments and quizzes will follow the attached class schedule. Errors will be subtracted from possible total points. The grading scale is as follows:

- 90% -100% = A
- 80-89% = B
- 70-79% = C
- < 69% = F

70% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final score below 70% will not pass this course. In order for Medical Assistant program students to pass this class he/she must receive an average of 70% or above in the given course and complete all competency evaluations within the given course with a minimum score of 70%. CAAHEP accreditation requires 100% of all Medical Assistant graduates receive a pass for 100% of all competencies.

MISCELLANEOUS COURSE POLICIES:

I know that each student has unique contributions to make to the class. Mutual respect for classmates is an important part of a worthwhile learning environment.

As this program prepares students for the workplace, students are expected to call in (or e-mail) when ill and to make arrangements with me for any special arrangements in the case of emergency situations. Points will be taken off for assignments that are handed in late, and exams must be taken when scheduled unless it is an emergency situation and special arrangements are agreed upon.
There is a zero tolerance for cheating. If caught cheating, you will receive an “F” for the course.

EXPECTED LEARNING OUTCOMES:
By the conclusion of this course, the student will be expected to have learned the following:

1. Diagnostic coding of primary and secondary diagnoses
2. Procedural coding of medical office/surgical procedures
3. Correct usage of CPT modifiers
4. Understanding of the ICD9, ICD-10, HCPCS, and CPT classification books
5. Awareness of liability in coding issues
6. Understanding of how to complete a universal claim form for 3rd party payers
7. Ability to reference on-line data bases for the major insurance carriers, including Medicare and Medicaid

The following cognitive objectives for the Medical Assistant Program are covered in this class:

VII.C.11. Describe the concept of RBRVS.
VII.C.12. Define diagnosis-related groups (DRGs)
VIII.C.1. Describe how to use the most current procedural coding system.
VIII.C.2. Define upcoding and why it should be avoided.
VIII.C.3. Describe how to use the most current diagnostic classification system.
VIII.C.4. Describe how to use the most current HCPCS coding system.

The following psychomotor competencies for the Medical Assistant Program are covered in this class:

VIII.P.1. Perform procedural coding.
VIII.P.2. Perform diagnostic coding.

The following affective competency for the Medical Assistant Program is covered in this class:

VIII.A.1. Work with physician to achieve the maximum reimbursement.

All psychomotor and affective competencies must be completed and passed at 70% or above for students in the Medical Assistant Program to pass this class.
Consumer Information

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/studentconsumerinformation/

Disability Accommodations

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://www.lcsc.edu/catalog/) and the LCSC Student Handbook (available at http://www.lcsc.edu/studentservices/contactus.htm) for more information.

Accidents/Student Insurance

Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance

Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the Dean of Student Services for official disciplinary action.

Illegal File Sharing

Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the Dean of Student Services’ web page (http://www.lcsc.edu/studentservices/).
Diversity Vision Statement

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

http://www.lcsc.edu/culturaldiversity/