CENTRAL TEXAS COLLEGE SYLLABUS FOR POFM 2310 INTERMEDIATE MEDICAL CODING

Semester Hours Credit: 3

INSTRUCTOR: _______________________

OFFICE HOURS ____________________:

I. INTRODUCTION

A. Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

B. This is a required course in the Medical Coding and Billing associate of applied science degree and certificate. This course may be used in the Medical Office Technology associate of applied science degree or Medical Documentation Specialist associate of applied science degree. You will be required to demonstrate proficiency in the skills learned in this course in the internship or clinical courses.

C. This course in conjunction with other appropriate courses prepares students to enter the health related career fields.

D. Experience with medical terminology, anatomy and physiology, and keyboarding and document formatting skills recommended.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II. LEARNING OUTCOMES

Upon successful completion of Intermediate Medical Coding, the student will:

A. Analyze case studies. (C1, C3, C4, C5, C6, C7, C9, C10, C11, C13, C15, C17, C18, C19, C20, F1, F2, F3, F5, F6, F8, F10, F11, F12, F13, F14, F15, F16, F17)

B. Apply codes to Evaluation and Management (E/M) and Medical/Surgical cases. (C1, C3, C4, C5, C6, C7, C9, C10, C11, C13, C15, C17, C19, C20, F1, F2, F3, F5, F6, F8, F10, F11, F12, F13, F14, F15, F16, F17)
C. Identify the major components of managed health care and third-party reimbursement issues. (C1, C3, C4, C5, C6, C7, C9, C10, C11, C13, C15, C17, C19, C20, F1, F2, F3, F5, F6, F8, F10, F11, F12, F13, F14, F15, F16, F17)

August 1, 2016

1 III. INSTRUCTIONAL MATERIALS

A. Instructional materials for this course may be found at www.ctcd.edu/books

B. Supplementary Materials: Medical dictionary

IV. COURSE REQUIREMENTS

A. Reading Assignments: To be successful in this course, you must read and study the textbook. Chapter assignments will be required with each lesson, and you are expected to complete all the work in the chapters including chapter exercises and chapter reviews. Even though you may not be required to turn all work in for grading, you are still responsible for the material covered in the exercises.

B. Class Assignments: Assignments may include
   a. coding theory exercises
   b. practical coding exercises

C. Class Performance – Students enrolled in distance learning courses are expected to maintain constant progress throughout the course. Failure to do so may result in the student being administratively withdrawn by the instructor.

V. EXAMINATIONS

A. There will be exams (quizzes) to accompany the chapters/lessons of the course. These exams will cover information in the reading assignments, chapter and workbook exercises, and the class assignments. The majority of exam questions will be objective-type.

B. Tentative dates for completion of the lessons, including the quizzes, will be announced in the schedule provided in the online syllabus.

C. The final exam will be cumulative and will be composed of objective-type questions.

VI. SEMESTER GRADE COMPUTATION

A. Exams/Final 50%
B. Class Assignments  50%
Total  100%

For this course to be used to satisfy the requirements for an Office Technology certificate, the student must make at least a grade of C. The student may repeat the course until he or she achieves a grade of C or better.

VII. NOTES AND ADDITIONAL INSTRUCTIONS

A. Course Withdrawal: It is your responsibility as a student to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student.

Application for Withdrawal will be accepted according to the following schedule:

- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal: Results when a student is absent an excessive number of times as defined in the current Central Texas College catalog and/or other published amendatory documentation. In such a case, the student is dropped from the course with a grade of F.

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted...
by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

C. **Incomplete Grade:** In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student had completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirement for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the IP will be converted to an FI and appear as an F on the student’s official transcript.

D. **Cellular Phones:** Cellular phones will be turned off while the student is in the classroom or laboratory.

E. **Americans With Disabilities Act (ADA):** Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Scholastic Honesty:** All students of the Office Technology program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

1. **Plagiarism:** the taking of passages or ideas from writings of others without giving proper credit to the source.
2. **Collusion:** working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
3. **Cheating:** giving or receiving information on an examination, homework, or projects.
4. **Students found guilty of scholastic dishonesty are subject to the Office Technology Department’s disciplinary action and CTC’s disciplinary**
committee; in addition, students are subject to having credit for courses canceled.

VIII. COURSE OUTLINE

A. Lesson 1

1. Learning Outcomes: Upon completion of Lesson 1, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment.
   a. Recognize the main terms for procedure codes.
   b. Distinguish the various sections of CPT and how to use them.
   c. Analyze complete code descriptions.
   d. Recall the meanings of notations and symbols within CPT.
   e. Interpret accurately the Official Guidelines, shown before sections and in-section.
   f. Utilize category II and category III codes, as required.
   g. Recognize the purpose of procedure code modifiers.
   h. Apply personnel modifiers per the guidelines.
   i. Correctly use anesthesia physical status modifiers.
   j. Implement ambulatory surgery center modifiers.
   k. Append anatomical site modifiers, as required.
   l. Identify circumstances that require a service-related modifier.
   m. Analyze the guidelines to correctly sequence multiple modifiers.
   n. Determine when a supplemental report is necessary.

2. Learning Activities:
   a. Web-based exercises
   b. Lesson quiz

3. Lesson 1 Outline:
   a. Chapter 21 – Introduction to CPT
   b. Chapter 22 – CPT and HCPCS Level II Modifiers

B. Lesson 2

1. Learning Outcomes: Upon completion of Lesson 2, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment.
   a. Explain the purpose of E/M codes.
   b. Abstract the details for determining the location of the encounter.
   c. Interpret the relationship between physician and patient.
   d. Analyze the documentation to accurately determine the type of E/M service provided.
   e. Ascertain the correct code for preventive care (annual physicals).
   f. Cull the appropriate information from the documentation related to E/M services.
   g. Apply the rules of the Global Surgical Package.
   h. Assign E/M modifiers and add-on codes accurately.
   i. Determine the most accurate way to report special evaluation services.
j. Validate and report the provision of coordination and management services.

2. Learning Activities:
   a. Discussion board
   b. Web-based exercises
   c. Lesson quiz

3. Lesson 2 Outline:
   a. Chapter 23 – CPT Evaluation and Management Coding

C. Lesson 3
1. Learning Outcomes: Upon completion of Lesson 3, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Interpret the types of anesthesia provided.
   b. Determine the accurate code and physical status modifier for the administration of anesthesia.
   c. Incorporate the Official Guidelines for reporting.
   d. Apply the formula for using time to report anesthesia services.
   e. Select the accurate qualifying circumstances requiring a CPT modifier.
   f. Abstract the notes to append HCPCS Level II modifiers.

2. Learning Activities:
   a. Web-based exercises
   b. Lesson quiz

3. Lesson 3 Outline:
   a. Chapter 24 – CPT Anesthesia Section

D. Lesson 4
1. Learning Outcomes: Upon completion of Lesson 4, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Distinguish among the types of surgical procedures.
   b. Determine which services are included in the global surgical package.
   c. Interpret the impact on coding of the global time frames.
   d. Identify unusual services and treatments and report them accurately.
   e. Abstract physician documentation of procedures on the integumentary system.
   f. Apply the guidelines, accurately, for coding procedures on the musculoskeletal system.
   g. Recognize the details required to accurately report procedures on the respiratory system.
   h. Identify guidelines to correctly report services to the cardiovascular system.
   i. Distinguish the various procedures on the digestive system.
   j. Ascertain the elements of coding services to the urinary system.
k. Determine how to accurately report procedures on the genital systems: male and female.
l. Interpret documentation to accurately report procedures on the nervous system.
m. Recognize the necessary details to report procedures on the eye, ocular adnexa, and auditory system.
n. Report accurately the different services provided during an organ transplant.
o. Demonstrate the proper way to report the use of an operating microscope with a CPT code.

2. Learning Activities:
a. Web-based exercises
b. Lesson quiz

3. Lesson 4 Outline:
a. Chapter 25 – Surgery

E. Lesson 5
1. Learning Outcomes: Upon completion of Lesson 5, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Distinguish the different types of imaging.
   b. Abstract the different reasons for imaging service.
   c. Identify the technical components from professional components.
   d. Apply the guidelines accurately regarding the number of views.
   e. Apply the guidelines to determine how to code the administration of contrast materials.
   f. Recognize diagnostic radiologic services.
   g. Interpret accurately into CPT codes to report mammography services.
   h. Discern how to report bone and joint studies.
   i. Decide when to code radiation treatments.
   j. Determine how to accurately report nuclear medicine services.

2. Learning Activities:
a. Web-based exercises
b. Lesson quiz

3. Lesson 5 Outline:
a. Chapter 26 – CPT Radiology Section

F. Lesson 6
1. Learning Outcomes: Upon completion of Lesson 6, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment
   a. Recognize key factors involved in pathology testing.
   b. Identify testing methodologies and sources.
   c. Report panel codes when qualified.
   d. Analyze blood test reports to ensure accurate reporting.
e. Discern clinical chemistry studies.
f. Interpret details about molecular diagnostic testing.
g. Distinguish immunologic, microbiologic, and cytopathologic testing.
h. Abstract the correct details to report surgical pathology testing.
i. Append the correct modifier, when required.
j. Accurately interpret the abbreviations used most often in pathology and laboratory reports.

2. Learning Activities:
   a. Discussion board
   b. Web-based exercises
   c. Lesson quiz

3. Lesson 6 Outline:
   a. Chapter 27 – CPT Pathology & Lab Section

G. Lesson 7
1. Learning Outcomes: Upon completion of Lesson 7, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment.
   a. Interpret the guidelines for coding the administration of immunizations.
   b. Apply the guidelines to accurately report injections and infusions.
   c. Determine the correct coding parameters for reporting psychiatric services.
   d. Abstract physicians’ notes to accurately report dialysis and gastroenterology services.
   e. Identify specifics to correctly report ophthalmology and otorhinolaryngologic services.
   f. Determine how to accurately report cardiovascular services.
   g. Recognize the details required for accurately reporting pulmonary function testing.
   h. Report accurately the provision of immunology services.
   i. Interpret the specifics for accurately reporting neurologic services.
   j. Abstract the required details for reporting physical medical and rehabilitation services.
   k. Employ the guidelines to accurately report alternative medicine services: acupuncture, osteopathic, and chiropractic treatments.
   l. Abstract documentation for reporting special and other services.

2. Learning Activities:
   a. Web-based exercises
   b. Lesson quiz

3. Lesson 7 Outline:
   a. Chapter 28 – CPT Medicine Section
H. **Lesson 8**

1. **Learning Outcomes:** Upon completion of Lesson 8, the student will achieve the following outcomes with at least 70% accuracy on a lesson assessment:
   a. Determine the correct procedure codes, using the CPT code set for these case studies.
   b. Identify the main characteristics of coding for the Female Genital System and obstetrics, Radiology, and Pathology and Laboratory.
   c. Abstract procedural information from the medical record for coding the Female Genital System and obstetrics, Radiology, and Pathology and Laboratory.
   d. Assign codes for Female Genital System and obstetric procedures, Radiology procedures, and Pathology and Laboratory procedures.
   e. Arrange codes for Female Genital System and obstetric procedures, Radiology procedures, and Pathology and Laboratory procedures.
   f. Code evaluation and management services for Gynecology.
   g. Discuss the CPT coding guidelines related to Female Genital System and obstetrics, Radiology, and Pathology and Laboratory.

2. **Learning Activities:**
   a. Web-based exercises
   b. Lesson quiz

3. **Lesson 8 Outline:**
   a. Chapter 29 – Physicians’ Services Capstone
   b. Chapter 30 – HCPCS Level II