

Department : Office Systems Technology
Course Title : Medical Coding Basics
Section Name : POFM 1300
Start Date : 08/27/12
End Date : 12/14/12
Modality : Face-To-Face
Credits : 3

Instructor Information

Name : Sandie Graves
OC Email : sgraves@odessa.edu
OC Phone # : 432-335-6426
Office Hours:

Monday and Wednesday 8 am to 9 am
10 am to 12 pm

Tuesday and Thursday 9:30 am to 11:30 am

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.

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Course Description

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

This course (Medical Coding basics / POFM 1300/ FA/12) has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Business Professions program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of

occupation, either through coursework or practicum experience as outlined by the course instructor

TEXTBOOK:

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

ICD-9 Current edition
CPT- 2012 AMA Publishing

SUPPLIES: One ream of copier paper

Prerequisites/Co-requisites

None

ICO- 1, 2, 3, 4

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- 1 ream computer paper

Date	Assignment	Description
Sept 5	Test 1	Ch 1 Heath Insurance Specialist career Ch 2 Introduction to Health Insurance
Sept 19	Test 2	Ch 3 Managed Health Care Ch 4- Development of an Insurance claim
Oct 1	Test 3	Ch 5 Legal and Regulatory Issues
Oct 15	Test 4	Ch 6- ICD-9 Coding part 1
Oct 29	Test 5	Ch 6 ICD-9 Coding part 2
Nov 21	Test 6	Ch 7 CPT Coding part 1
Dec 5	Test 7	CH 7 CPT Coding part 2
Dec 12		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.

Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

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.

Scholastic Dishonesty (directly from the [Student Handbook](#))

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

1. Copying from another student's test paper
2. Using test materials not authorized by the person administering the test
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator
4. Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test
5. The unauthorized transporting or removal, in whole or in part, the contents of the unadministered test
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test
7. Bribing another person to obtain an unadministered test or information about an unadministered test

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY:

Class attendance and preparation are essential in order to gain a full understanding of this course.

Student attendance at EVERY class is expected. More than **five (5) absences** will jeopardize your grade. Your final grade average will drop one point for every absence over five.

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](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.**