COURSE OUTLINE

Course Number: MOA 103  
Course Title: Medical Billing & Coding Procedures  
Credits: 3  

Hours:  
lecture/Lab/Other 3/0/0  
Pre-requisites:  
BIO 103, CSW 100, ENG 101, MAT 135, and PSY 101, or Coordinator approval  
Implementation:  
sem/year 2018-2019  

Catalog description (as it appears in 2018-2019 edition):  
[Note: All revisions to the course description in the catalog require the submission of a memo to the Curriculum Committee.]  
An introduction to the field of professional healthcare coding. An overview of diagnosis coding using ICD-10-CM, procedure coding using CPT, HCPCS Level II, and ICD-10-PCS is provided, while ensuring a solid foundation for students to later move on to more advanced coding scenarios and case studies.  

OFFERED: Every fall and spring  
IMPORTANT: You must receive a C or above in this course to graduate with the Certificate of Proficiency in Medical Office Assistant, along with a C or above in HPE 113 and MOA 101  

ROOM:  
DAY, TIME:  
INSTRUCTOR WWC OFFICE HOURS IN MS168:  
You are REQUIRED to check your Mercer email addresses at least once per day all year. If you need support, follow the instructions and contact the program coordinator with any questions.  


Revision date: Spring 2019  
Program Coordinator: Andrew Millin, (609) 570-3396, millina@mccc.edu  
Instructor: Milissa Earnest, earnestm@mccc.edu  
MOA Program Website: www.mccc.edu/MOA  

ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS:  
Mercer County Community College is committed to ensuring the full participation of all students in all activities, programs and services. If you have a documented differing ability or think that you may have a
differing ability that is protected under the ADA and Section 504 of the Rehabilitation Act, please contact Arlene Stinson in LB 216 stinsona@mccc.edu for information regarding support services. If you do not have a documented differing ability, remember that other resources are available to all students on campus including academic support through our learning centers on both campuses. Please let the instructor know immediately of your accommodations. If you need extended time on exams, the professor must be given two weeks notice to guarantee accommodations. We support; you are responsible for your education.

Attendance Policy:

To receive full credit in this class, the student must be present and on time to each class meeting and make productive use of all class time. Attendance is important and will be taken each class time. Students should make every attempt to notify instructor when they will be absent. It will be their responsibility to follow up with homework and to review material required for the next class. It is still the student’s responsibility to turn in weekly assignments in a timely fashion. If a student misses more than 2 consecutive classes due to illness, a doctor’s excuse may be required.

Course Competencies/Goals:

**The student will be able to:**

1. Understand the purpose of each of the code sets used in medical coding.
2. Abstract medical case studies to determine main terms used for interpreting medical terminology into codes
3. Employ the coding actions to determine the accurate code or codes.
4. Demonstrate the processes used to correctly use the coding manuals

Course-specific Institutional Learning Goals (ILGs)/General Education Goals:

A. Communication: Students will communicate effectively in both speech and writing.
B. Critical Thinking and Problem-Solving: Students will use critical thinking and problem solving skills in analyzing information.
C. Ethical Reasoning and Action: Students will understand ethical issues and situations.
D. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
E. Computer Literacy: Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Goal 1. Written and Oral Communication in English: Students will communicate effectively in both speech and writing.
Goal 2. Mathematics: Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
Goal 4. Technology or Information Literacy: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
Goal 5. Social Science: Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
Goal 6. History: Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

Units of study in detail:

Unit I  Medical Coding Fundamentals

The student will be able to…

- Build strong theoretical foundation regarding the various code sets (Course Comp. 1; Gen Ed Goal 1, 4: Core Skill E)
- Understand the importance of queries. (Course Comp. 1,2; Gen Ed Goal 1,4; Core Skill B)
- Understand confirmation of medical necessity. (Course Comp. 1,2; Gen Ed Goal 1,4; Core Skill A,B)

How to identify main terms and interpret them into codes for diagnoses and procedures (Course Comp.1,2 ; Gen Ed Goal 1,4 : Core Skill A,B )

Unit II  Reporting Diagnoses

The student will be able to…

- Identify main terms and interpret them into codes for diagnoses and procedures (Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D,E)
- Identify confirmed diagnoses and inclusive signs and symptoms. (Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D,E)
- Identify procedures, services, treatments reported from CPT(Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D,E)

Unit III  Reporting Physician Services and Out Patient Procedures

The student will be able to…

- Identify main terms and interpret them into codes for procedures (Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Identify procedures, services, treatments reported from CPT (Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Understand official guidelines, notations and symbols. (Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Identify procedures, services, treatments reported from CPT(Course Comp.1,2,3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)

Unit IV  DMEPOS & Transportation

The student will be able to…

- Identify HCPCS Level II code set (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Understand official guidelines, notations and symbols. (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
Unit V  Inpatient (Hospital) Reporting

The student will be able to...

- Identifying confirmed inpatient procedures and elements (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Build and accurate ICD-10-PCS code for inpatient procedures, services, and treatments. (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)

Unit VI Reimbursement, Legal and Ethical Issues

The student will be able to...

- Understand the role of coding in the process of revenue and reimbursement (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)
- Understand the importance of health care coding professionals to know and comply with the laws that govern our industry. (Course Comp. 3,4 ; Gen Ed Goal 1,4 : Core Skill A,B,C,D)

**TIMELINE:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENTS</th>
<th>COURSE UNITS</th>
<th>TOPICS DISCUSSED</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Register for Connect and access class to become familiar with software.</td>
<td>Unit I</td>
<td>List the main learning objectives or topics covered during this class period.</td>
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<tr>
<td></td>
<td>Read Chapter 1 – <em>Introduction to the Language of Coding</em></td>
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<td>Introduction to Connect, how to log in, how to register, how to navigate and use SmartBook/LearnSmart.</td>
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<td></td>
<td>Watch – Chapter 1 PowerPoint</td>
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<td>Watch – Chapter 1 Video</td>
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<td>Complete and Submit – Chapter 1 Chapter Review</td>
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<tr>
<td>Week 2</td>
<td>Read Chapter 2 – <em>Abstracting Clinical Documentation</em></td>
<td>Unit I, II</td>
<td>How to identify main terms and interpret them into codes for diagnoses and procedures</td>
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<td>Read Chapter 3 – The Coding Process</td>
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<td>Watch – Chapters 2 &amp; 3 PowerPoints</td>
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<td>Watch – Chapters 2 &amp; 3 Videos</td>
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<td></td>
<td>Complete and Submit – Chapters 2 &amp; 3 Chapter Review</td>
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<td>Week 3</td>
<td>Read Chapter 4 – <em>Introduction to ICD-10-CM</em></td>
<td>Unit II</td>
<td>Identifying confirmed diagnoses and inclusive signs and symptoms.</td>
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<td>Watch – Chapter 4 PowerPoint</td>
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<td>Watch – Chapter 4 Video</td>
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<td></td>
<td>Complete and Submit – Chapter 4 Chapter Review</td>
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<td>Week 4</td>
<td>Read Chapters 5-19</td>
<td>Unit II, III</td>
<td>Discussion of Official Guidelines, notations, and symbols. Interpret sequencing rules and directives</td>
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<td></td>
<td>Watch – Chapters 5-19 PowerPoints</td>
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<td>Watch – Chapters 5-19 Videos</td>
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<td>Complete and Submit – Chapters 5-19 Chapter Review</td>
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<td>Week 5</td>
<td>Exam 1</td>
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<td>Week</td>
<td>Read</td>
<td>Unit</td>
<td>Important Note</td>
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| Week 6     | Read Chapter 21 – Introduction to CPT  
Watch – Chapter 21 PowerPoint  
Watch – Chapter 21 Video  
Complete and Submit – Chapter 21 Chapter Review | Unit II, III | Identifying procedures, services, treatments reported from CPT |
| Week 7     | Read Chapters 22-28  
Watch – Chapters 22-28 PowerPoints  
Watch – Chapters 22-28 Videos  
Complete and Submit – Chapters 22-28 Chapter Review | Unit II, III | Discussion of Official Guidelines (in-section as well as pre-section), notations, and symbols. Interpret sequencing rules and directives |
| Week 8     | Midterm       |       | Hands-on physicians’ services (CPT) coding experience from real-world patient records. |
| Week 9     | Read Chapter 30-31  
Watch – Chapter 30 PowerPoint  
Watch – Chapter 30 Videos  
Complete and Submit – Chapter 30 Chapter Review | Unit IV | Discussion of HCPCS Level II, notations, and symbols. Interpret sequencing rules and directives |
| Week 10    | Read Chapter 32 – Introduction to ICD-10-PCS  
Watch – Chapter 32 PowerPoint  
Watch – Chapter 32 Video  
Complete and Submit – Chapter 32 Chapter Review | Unit III, IV | Identifying confirmed inpatient procedures and elements |
| Week 11    | Read Chapters 33-37  
Watch – Chapters 33-37 PowerPoints  
Watch – Chapters 33-37 Videos  
Complete and Submit – Chapters 33-37 Chapter Review | Unit V | Discussion of Official Guidelines, notations, and symbols. Interpret sequencing rules and directives |
| Week 12    | Exam 2        |       |                                                                                |
| Week 13    | Read Chapter 39 – Reimbursement  
Watch – Chapter 39 PowerPoint  
Watch – Chapter 39 Video  
Complete and Submit – Chapter 39 Chapter Review | Unit VI | Discuss the role of coding in the process of revenue and reimbursement. |
| Week 14    | Read Chapter 40 – Introduction to Health Care Law and Ethics  
Watch – Chapter 40 PowerPoint  
Watch – Chapter 40 Video  
Complete and Submit – Chapter 40 Chapter Review | Unit VI | Discuss the importance of health care coding professionals to know and comply with the laws that govern our industry. |
| Week 15    | Final Exam    |       |                                                                                |

**IMPORTANT DATES:**
Course begins:
Final Exam date:
Last day for withdrawing from the course to get a "W" grade:
Grades anticipated online:

**EVALUATION OF STUDENT LEARNING:**

Students will be evaluated based on their attendance in class, homework assignments via the Connect learning technology environment, pop quizzes as formative assessments to evaluate knowledge learned in prior class, and exams as summative assessments to cover knowledge learned over the entire semester, quarters, and halves of material learned in course sessions.

<table>
<thead>
<tr>
<th>GRADING:</th>
<th>Grade</th>
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<tbody>
<tr>
<td><strong>Attendance:</strong> 14%</td>
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<td>- If students do not arrive within the first 15 minutes of class, unless there is an approved reason with documentation as requested, students will be counted absent. Each of the 14 classes is worth one percentage point.</td>
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<tr>
<td><strong>Chapter Review Exercises:</strong> 26%</td>
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<td>- Due dates for homework will be announced during each class period. Open notes pop quizzes can be given at any time. The average (total points) of all of these scores will comprise the 26%.</td>
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<td><strong>Exam 1:</strong> 10%</td>
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<td><strong>Midterm:</strong> 20%</td>
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<td><strong>Exam 2:</strong> 10%</td>
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<td><strong>Final Exam:</strong> 20%</td>
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<th>Grade</th>
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<tbody>
<tr>
<td>93 ≤ x ≤ 100</td>
<td>A</td>
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<tr>
<td>90 ≤ x &lt; 93</td>
<td>A-</td>
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<tr>
<td>87 ≤ x &lt; 90</td>
<td>B+</td>
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<tr>
<td>83 ≤ x &lt; 87</td>
<td>B</td>
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<tr>
<td>80 ≤ x &lt; 83</td>
<td>B-</td>
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<tr>
<td>76 ≤ x &lt; 80</td>
<td>C+</td>
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<tr>
<td>70 ≤ x &lt; 76</td>
<td>C</td>
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<tr>
<td>60 ≤ x &lt;70</td>
<td>D</td>
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<td>x &lt; 60</td>
<td>F</td>
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**ACADEMIC INTEGRITY STATEMENT:**

Mercer County Community College is committed to Academic Integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work, and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. **All will be held accountable based on Student Handbook policies.**

A. Uses or obtains unauthorized assistance in any academic work.
   - copying from another student's exam.
   - using notes, books, electronic devices or other aids of any kind during an exam when prohibited.
   - stealing an exam or possessing a stolen copy of an exam.

B. Gives fraudulent assistance to another student.
   - completing a graded academic activity or taking an exam for someone else.
   - giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity.
• sharing answers during an exam by using a system of signals.

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
• submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source.
• using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately.
• presenting another individual's work as one's own.
• submitting the same paper or academic assignment to another class without the permission of the instructor.
• falsifying bibliographic entries.
• submitting any academic assignment which contains falsified or fabricated data or results.

D. Inappropriately or unethically uses technological means to gain academic advantage.
• Inappropriately or unethically acquiring material via the Internet or by any other means.
• using any electronic or hidden devices for communication during an exam. Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

The instructor reserves the right to update the course outline and syllabus at any time.

See http://mlink.mccc.edu/omb/OMB210.pdf