



COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES

COURSE TITLE: Online Medical Coding I

Fall 09 **ONLINE** Course Contract Numbers: **13805 and 13806**

TOTAL CONTACT HOURS: 72

CEU'S: X YES _____ NO 7.2 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

Contacts for Online Medical Coding Program: ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

Faculty Information:

Instructor: Sandra Crockett, RHIA

COURSE DESCRIPTION: Using the vocabulary from Medical Terminology, you now learn to apply your skills in a coding environment. This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. Real-life coding problems illustrating the issues are presented with ICD-9-CM solutions. **Textbook and Coding Manuals are required. Online packet** required for online course. [Registration procedures for online courses](#)

Recommended prerequisites: Expanded Medical Terminology for Health Care Professionals and Anatomy and Physiology for the Medical Office Professional or *equivalent medical experience*.

Recommended skills include the following: comfortable with keyboarding, word processing software, and file management.

Online RESOURCES AND MATERIALS:

Required Text: [Buck, Carol J. *Step-by-Step Medical Coding*, 2009 Edition, Saunders.](#)

(Textbook and Workbook Package and Access Code)

Materials: [Current CPT 2009, American Medical Association](#)
[ICD-9-CM for Hospitals 2009, Volumes 1, 2 and 3](#)

Suggested: [Medical Dictionary](#)

Please note that the ICD-9 and CPT manuals can be used for coding courses following this course.

The **textbook and coding manuals will be available** at the Durham Tech Bookstore at least one week before classes start. The textbook can be located in the Continuing Education area using the course/contract number listed at the beginning of this document. Here is the link to the location and hours for the **DTCC bookstore**: <http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also order your textbooks and coding manuals online, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To logon to your class, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Exercises Role-Playing Small Group Discussion
 Reports Tutorials Audio Visual Programmed Instruction
 Modeling Field Work Performance Select Teachable Moments
 Lab Video Tapes Demonstration

Does your course require completing a special project or assignment or passing a certain test?

Yes No (If yes, please explain.)

Online COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

- Understand the purpose of the ICD-9 CM Volumes 1, 2, and 3
 - Explain the uses of ICD-9-CM Conventions
 - Identify the characteristics of Volumes 1-3
 - Demonstrate the use of the ICD-9-CM
 - Understand and apply Official Guidelines for Coding and Reporting
 - Understand the purpose of the CPT
 - Recognize the symbols used in the CPT
 - List the major sections in the CPT manual
 - Describe the CPT code format
 - Understand modifiers
 - Describe the difference between ICD, CPT and relative value coding systems
 - Distinguish between Medicare Part A and Part B
 - Understand DRGs, the purpose of PROs, the RBRVS system and the APC system
 - Understand the framework of Medicare fraud and abuse
 - Identify the major components of Managed Health Care
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Online METHODS OF EVALUATING OUTCOMES: (Please check all that apply)

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|---|---------------------------------------|---|
| <input type="checkbox"/> Assignments | <input type="checkbox"/> Oral Tests | <input checked="" type="checkbox"/> Demonstration Skills |
| <input checked="" type="checkbox"/> Written Tests | <input type="checkbox"/> Oral Reports | <input checked="" type="checkbox"/> Instructor Assessment & Observation |
| <input checked="" type="checkbox"/> Class Participation | <input type="checkbox"/> Projects | <input type="checkbox"/> Other |

THE PRIMARY METHOD OF EVALUATION IS Written Tests

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives.

ATTENDANCE: Attendance is monitored primarily with due dates for assignments.

Online COURSE OUTLINE: Note: Topics covered and time schedules may vary.

WEEK	TOPIC
1	<p>Review Course Syllabus/Requirements Required: Post Introduction in the "All About You" Discussion Forum Required: <i>Chapter 14: An Overview of the ICD-9-CM:</i></p>
2	<p>Chapter 14: Continued Review ICD-9-CM Background Review Appendix A: ICD-9-CM Official Guidelines for Coding and Reporting Review ICD-9-CM Manual Layout and Tabbing Required: Post answers Week 2 Discussion Forum Required: Complete Chapter 14 Assessment</p>
3	<p>Chapter 14: Continued Required: Submit AHIMA Worksheet Assignment Required: Complete Workbook Questions Required: Post answers for Week 3 Discussion Forum Required: Complete Chapter 14 Exam – Part 1</p>
4	<p>Chapter 14: Continued Required: Post answers for Week 4 Discussion Forum Required: Complete Chapter 14 Exam – Part 2</p>
5	<p>Required: <i>Chapter 15: Using the ICD-9-CM:</i> Review: Overview Review: ICD 9 Medical Coding Guidelines Required: Post answers in Week 5 Discussion Forum</p>

- 6 Chapter 15: Continued
Required: ICD-9-CM Coding Guidelines Worksheet
Required: Chapter 15 Assessment
Required: Post answers in Week 6 Discussion Forum
- 7 Chapter 15: Continued
Review: Attached Coding Guidelines
Required: Workbook Questions
Required: Post answers in Week 7 Discussion Forum
- 8 Chapter 15: Continued
Required: Chapter 15 Workbook Questions
Required: Post answers in Week 8 Discussion Forum
- 9 Chapter 15: Continued
Required: Submit Chapter 15 Exam
Required: Post answers for Week 9 Discussion Forum
- 10 **Required: *Chapter 1: Introduction to the CPT:***
Review: Chapter 1 Overview
Required: Chapter 1 Assessment
Required: Post answers in Week 10 Discussion Forum
- 11 Chapter 1: Continued
Required: Chapter 1 Workbook Questions
Required: Post answers for Week 11 Discussion Forum
Required: Submit Chapter 1 Exam Part 1
- 12 Chapter 1: Continued
Required: Post answers for Week 11 Discussion Forum
Required: Submit Chapter 1 Exam Part 2
- 13 **Required: *Chapter 16: Third-Party Reimbursement Issues***
Review: Chapter 16 Overview
Required: Post answers in Week 13 Discussion Forum
Required: Chapter 16 Assessment
- 14 Chapter 16 Continued
Review: Appendix D: Quick Guide to HIPAA
Required: Chapter 16 Workbook Questions
Required: Post answers in Week 14 Discussion Forum
- 15 Chapter 16: Continued
Review: Chapter 16
Required: Post answers for Week 15 Discussion Forum
- 16 Final Exam and Class Survey
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After successfully completing this course:

Students are encouraged to take:

- **Medical Coding II**, where students can reuse their textbook, workbook and coding manuals for further Coding instruction
 - **Electronic Health Records** or any of the elective courses offered for the Medical Coding Program.
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DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.