Bossier Parish Community College
Master Syllabus

Course Prefix and Number: ALHT 114   **Credit Hours**: 3

Course Title: Introduction to Medical Coding

Course Prerequisites: BLGY 110 or documented experience in healthcare

Textbooks: Jurek, Mosay, and Neris, *Conquer Medical Coding*, current edition; ICD-10-
CM Code Book, current edition; Current Procedural Terminology Code Book,
current edition, HCPCS Code Book, current edition

Course Description:
This course provides broad instruction in the latest editions of ICD, CPT and
HCPCS systems used in the coding of diagnosis and procedures in health care facilities.
Emphasis on the development of basic skills needed for accurate coding for medical billing
purposes. This course is designed for students wanting general instruction in medical
coding.

Learning Outcomes:

At the end of this course, the student will

    A. utilize the correct steps involved in accurately selecting and assigning codes for
        professional medical services using the CPT coding systems;
    B. utilize the correct steps involved in accurately selecting and assigning codes for
        diagnoses and procedures using the ICD-10 coding system;
    C. utilize the correct steps involved in accurately selecting and assigning codes for
        supplies, equipment and services using the HCPCS coding system;
    D. demonstrate the ability to perform procedural and diagnostic coding;
    E. utilize medical necessity guidelines; and
    F. utilize appropriate communication skills with medical providers to ensure
        accurate code selection.

To achieve the learning outcomes, the student will

1. demonstrate different ways to locate CPT codes using the index.(A,E)
2. illustrate how to apply CPT coding guidelines to ensure accurate code
   assignment.(A,E)
3. identify the documentation necessary for code assignment.(A,B,C,D,E,F)
4. discuss the purpose and different levels of HCPCS codes.(C,E)
5. demonstrate the correct usage of modifiers for CPT and HCPCS
   codes.(A,C,E,F)
6. assign codes using the coding guidelines associated with surgical procedures
   and supplies commonly performed in the ambulatory setting.(A,C,D,E,F)

7. assign radiology codes for hospital and physician billing.(A,E)
8. assign codes for common pathological and laboratory tests and procedures.(A,E)
9. assign evaluation and management codes.(A,E,F)
10. assign codes for services and procedures found in the medicine section.(A,E,F)
11. assign anesthesia codes for physicians.(A,E,F)
12. discuss the CMS 1500 and reimbursement in the ambulatory setting.(A,B,C)
13. discuss the need for and uses of accurate medical coding.(A,B,C,D,E,F)
14. determine when more than one code is required to code a diagnosis or procedure.(A,B,C,E,F)
15. identify the skills necessary for accurate medical coding.(A,B,C,D,E,F)
16. complete coding exercises using ICD-10 CM, CPT and HCPCS coding systems.(A,B,C,D,E)
17. explain the development of and need for the ICD-10 coding system. (C,E,F)
18. discuss the contents of each volume and describe the format of ICD-10. (C,E,F)
19. define Diagnostic Related Groups (DRGs) (B)
20. demonstrate different ways to locate HCPCS codes using the index.(C,E,F)
21. identify when to appropriately use a HCPCS code instead of a CPT code. (A,C,E,F)
22. review medical terminology, anatomy and physiology as it relates to specific chapters in ICD, CPT and HCPCS. (A,B,C,D,E,F)
23. describe how to use the most current procedural coding system. (A,C,D,E,F)
24. describe how to use the most current diagnostic coding classification system. (B,D,E,F)
25. describe how to use the most current HCPCS Level II coding system. (C,D,E,F)
26. define and discuss the effects of upcoding and downcoding and why it should be avoided. (A,C,D,E,F)
27. Define medical necessity as it applies to procedural and diagnostic coding. (A,B,C,D,E,F)

Course Requirements
To earn a grade of "C" or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- minimum average of 70% on CPT coding tests
- minimum average of 70% on ICD-10-CM coding tests
- minimum average of 70% on HCPCS coding tests
- satisfactory (minimum 70%) completion of assigned homework
- minimum of 70% on the comprehensive final
- successful completion of all competency assignments

Course Grading Scale:

A- 90% or more of total possible points and meet all course requirements

B- 80% or more of total possible points and meet all course requirements

C- 70% or more of total possible points and meet all course requirements

D- 60% or more of total possible points and meet all course requirements

F- less than 60% of total possible points or failure to meet any of the course requirements

Attendance Policy: The college attendance policy is available at
http://www.bpcc.edu/catalog/current/academicpolicies.html

Nondiscrimination Statement

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA
Angie Cao, Student and Disability Services Specialist
Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111
318-678-6511
acao@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources Office, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by: E. Mullins/March 2019