

**Bossier Parish Community College
Master Syllabus**

Course Prefix and Number: MOS 109

Credit Hours: 4

Course Title: Survey of Medical Coding

Course pre-requisites: BLGY 110, BLGY 120, CTEC 115, and MOS 107

Corequisite: MOS 110

Textbooks: Buck, Carol; Step by Step Medical Coding Textbook and Workbook, current edition; Current Procedural Terminology (CPT) Code Book, current edition; HCPCS Code Book, current edition

Course Description:

Overview and basic coding with the latest edition of CPT and HCPCS coding systems used in the coding of procedures in healthcare. Emphasis is on the development of basic skills needed for accurate coding for medical procedures and supplies. This course includes a basic review of anatomy, physiology and medical terminology. This is an integrated lecture and lab course.

Learning Outcomes:

At the end of this course, the student will

- A. Demonstrate mastery of knowledge and skills required accurately assign CPT/HCPCS codes for medical billing purposes in a medical setting; and
- B. Demonstrate mastery and knowledge of concepts of anatomy and physiology to accurately assign codes for medical billing purposes.

To achieve the learning outcomes, the student will

1. Explain process for and demonstrate ability to determine which procedures would have codes assigned for various situations. (A,B)
2. Explain and discuss the history and development of the HCPCS/CPT coding system. (A)
3. Explain Level I, II, III HCPCS codes. (A)
4. Explain the format, conventions, code symbols, modifiers and unlisted procedures used in the CPT code book. (A)
5. Identify and explain the characteristics of the HCPCS/CPT coding system including the Alphabetical Index and Tabular List. (A)
6. Identify and explain the uses of coding conventions and symbols used when assigning codes from CPT coding system. (A)
7. Identify the elements of a global surgical package. (A)

8. List, locate and describe the various chapters of the CPT coding system. (A)
9. Recognize and describe the CPT code format. (A)
10. Review knowledge of anatomy, physiology and medical terminology in order to correctly assign CPT and/or HCPCS codes. (A,B)
11. Identify and describe the purpose of CPT modifiers and recognize situations when a modifier would be appended to a code. (A)
12. Demonstrate the ability to correctly attach modifiers when appropriate. (A,B)
13. Verbalize the importance of using current year CPT and HCPCS coding books. (A)
14. Demonstrate the ability to correctly assign CPT and HCPCS codes for procedures. (A,B)
15. Demonstrate coding of procedures and services using the CPT and HCPCS coding books. (A,B)
16. Demonstrate knowledge of advanced anatomy and pathophysiology.
17. Verbalize the difference between technical and professional procedure codes. (A)

Course Requirements: To earn a grade of “C” or higher, the student must earn a minimum of 70% of the total possible points for the course and meet all of the following course requirements.

- minimum of 70% on post-test of anatomy and physiology
- minimum average of 70% on CPT coding tests
- minimum average of 70% on HCPCS coding tests
- satisfactory (minimum 70%) completion of assigned homework
- minimum average of 70% on assigned lab activities/exercises
- minimum of 70% on the comprehensive final exam

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 all course requirements

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

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, certification exams and/or clinical fees.

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: MMiles/March 2022