

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** MOS 220

**Credit Hours:** 3

**Course Title:** Coding Practice

**Course Corequisites:** MOS 111 or the permission of the department

**Textbook:** American Academy of Professional Coders (AAPC); Medical Coding Training: CPC®, current edition; American Academy of Professional Coders (AAPC); Medical Coding Training: CPC® Practical Application Workbook, current edition, and AAPC approved ICD-10-CM, HCPCS and CPT Code Books, current editions.

**Course Description:** A course designed to provide a review of medical coding and increased proficiency for individuals having completed course work in medical coding, or those with significant experience in the field. The course includes a review of assignment of medical codes, coding regulations including compliance and reimbursement and a review of anatomy, physiology and medical terminology necessary to correctly code provider diagnoses and services. Additionally, student will be instructed on concepts of job readiness and professionalism including preparation of a resume, job seeking strategies, advanced professional credentialing, professional conduct and communication.

**Learning Outcomes:**

At the end of this course, the student will be able to:

- A. demonstrate the process of abstracting and interpreting complex health record documentation to accurately assign ICD, HCPCS and CPT codes using manual coding methods, and
- B. apply concept of job readiness and professionalism to healthcare professions.

To achieve the learning outcomes, the student will

- 1. demonstrate an understanding of the business of medicine. (A)
- 2. understand the language of medicine. (A)
- 3. review word elements such as combining forms, prefixes, and suffixes. (A)
- 4. acquire an understanding of procedural and diagnostic terms. (A)
- 5. understand anatomy as it relates to coding. (A)
- 6. explain the difference of level I, II and III HCPCS codes. (A)
- 7. using the ICD-10-CM coding manual identify and explain the uses of coding conventions and symbols, alphabetical index and tabular list. (A)
- 8. explain the format, conventions, code symbols, and modifiers used in the CPT and HCPCS code books. (A)

9. correctly sequence diagnosis and procedure codes using outpatient coding guidelines. (A)
10. complete coding exercises by abstracting information to correctly assign ICD-10-CM, HCPCS and CPT codes. (A)
11. utilize knowledge of anatomy and physiology, pathophysiology, pharmacology and medical terminology to assign diagnosis and procedure codes using the ICD-10-CM, HCPCS and CPT coding systems for a national certification examination. (A)
12. produce a resume, and demonstrate knowledge of job skills and strategies. (B)
13. demonstrate knowledge of professional behavior appropriate to the healthcare profession environment (B)
14. demonstrate knowledge of advanced certification in medical coding and reimbursement. (B)

### **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 score of 70% on textbook assignments
- minimum average score of 70% on workbook assignments
- minimum 70% on the coding competency exam

### **Course Grading Scale:**

- A- 90% or more of total possible points and a minimum of 70% average on tests and a minimum average of 70% on textbook and workbook assignments
- B- 80% or more of total possible points and a minimum of 70% average on tests and a minimum average of 70% on textbook and workbook assignments
- C- 70% or more of total possible points and a minimum of 70% average on tests and a minimum average of 70% on textbook and workbook assignments
- D- 60% or more of total possible points and a minimum of 70% average on tests and a minimum average of 70% on textbook and workbook assignments
- F- less than 60% of total possible points or less than 70% average on tests or less than 70% average on textbook and workbook assignments

**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

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[acao@bpcc.edu](mailto: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

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Reviewed by: MMiles/April 2019