PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

MEDICAL INSURANCE CODING
ADMN 2940

Class Hours: 3.0 Credit Hours: 3.0
Laboratory Hours: 0 Revised: July 15, 2015

Catalog Course Description:

Prerequisites: ADMN 2921

Entry-Level Standards:
Students should have successfully completed the prerequisite and be able to:

- Read, write and spell at the college level
- Use a word processing program
- Run computer exercises using Windows XP, Windows 7, or Windows 8 computer format.
- Download/upload files
- Email and access the Internet

Textbook(s) and Other Reference Materials Basic to the Course:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overview of the Course, Insurance Coding in the Physician Office Setting, Reimbursement, HIPAA, Compliance, and ICD-10 Impact on CPT Coding</td>
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<tr>
<td>2</td>
<td>Introduction to CPT Coding and Modifiers</td>
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<tr>
<td>3</td>
<td>Modifiers and CPT Evaluation and Management</td>
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<tr>
<td>4</td>
<td>CPT Evaluation and Management</td>
</tr>
<tr>
<td>5</td>
<td>COMPREHENSIVE EXAM</td>
</tr>
<tr>
<td>6</td>
<td>CPT Surgery I and II</td>
</tr>
<tr>
<td>7</td>
<td>CPT Surgery II and III</td>
</tr>
<tr>
<td>8</td>
<td>CPT Surgery III and IV</td>
</tr>
<tr>
<td>9</td>
<td>CPT Surgery IV</td>
</tr>
<tr>
<td>10</td>
<td>COMPREHENSIVE EXAM</td>
</tr>
</tbody>
</table>
Week | Topic(s)
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11 | CPT Surgery V
12 | CPT Surgery V and CPT Radiology
13 | CPT Radiology and CPT Pathology
14 | CPT Pathology and Lab and the HCPCS Level II National Coding System
15 | COMPREHENSIVE EXAM

II. Course Goals*:

The course will:

A. Emphasize the economic impact of correct coding in a medical office. (II)
B. Increase students’ knowledge and understanding of guidelines regarding the assignment of service/procedure coding systems used in the physician office setting. (II, III)
C. Enhance student ability to use the ICD, CPT procedural coding system and the HCPCS coding system (II, III, IV)

*Roman numerals after course goals reference goals of the Administrative Professional Technology program.

II. Expected Student Learning Outcomes*:

Students will be able to:

1. Explain the relationship between correct code assignment and financial management. (A, B, C)
2. Describe the format of CPT codes, sections, guidelines and punctuation. (A)
3. Assign ICD, CPT codes and or HCPCS codes for services/procedures performed in the physician office setting. (A, B, C)
4. Assign CPT and HCPCS modifiers (A, B, C)
5. Explain why accuracy is essential in coding (A, C)

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures: 60% of grade
   There will be three (3) comprehensive exams given during the semester, each consisting of coding problems. The final exam is comprehensive and will be given in accordance with the final exam schedule published by the College.

B. Laboratory Expectations: N/A

C. Field Work: N/A
D. Other Evaluation Methods: 40% of grade
Assignments (10%), weekly exams and quizzes (20%), and class work and participation (10%) will make up 40% of the final grade. Each student is expected to complete all assignments. Late submissions are not accepted. Participation points are also awarded for class discussion and activities. Participation/class activity points lost because of absence or tardiness are not made up. Missed exams and quizzes are not made up. Failure to meet assignment deadlines will result in a zero being assigned.

You should plan for 2-4 hours of study for each one-hour of class. In other words, you are expected to spend at least six hours completing the assigned work in addition to the time spent in the classroom. If you are experiencing problems, please consult the instructor.

E. Grading Scale for term average:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>89-91</td>
<td>B+</td>
</tr>
<tr>
<td>82-88</td>
<td>B</td>
</tr>
<tr>
<td>79-81</td>
<td>C+</td>
</tr>
<tr>
<td>72-78</td>
<td>C</td>
</tr>
<tr>
<td>65-71</td>
<td>D</td>
</tr>
<tr>
<td>64 or less</td>
<td>F</td>
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C. Accommodations for disabilities:
Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.