

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**MEDICAL INSURANCE CODING
ADMN 2940**

Class Hours: 3.0

Credit Hours: 3.0

Lab Hours: 0.0

Revised: Fall 2015

Catalog Course Description:

Introduction to insurance coding guidelines developed for use with the International Classification of Disease (ICD), Current Procedural Terminology (CPT), and Health Care Financing Common Procedure Coding System (HCPCS).

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

Prerequisite:

ADMN 2921 or department approval

Textbook(s) and Other Course Materials:

1. 3,2,1 Code It!, 5th Edition Textbook ISBN# 9781285867212
2. CPT® 2015 Standard ed. Code Manual ISBN# 9781622020270

I. Week/Unit/Topic Basis:

Week	Topic
1	Overview of the Course and Insurance Coding in the Physician Office Setting Reimbursement, HIPAA, and Compliance
2	ICD-10 Impact on CPT and the HCPCS Level II National Coding System
3	Introduction to CPT Coding
4	CPT Evaluation and Management
5	COMPREHENSIVE EXAM
6	CPT Surgery I
7	CPT Surgery II
8	CPT Surgery II
9	CPT Surgery IV

- 10 **COMPREHENSIVE EXAM**
- 11 CPT Surgery V
- 12 CPT Surgery V
- 13 CPT Radiology
- 14 CPT Pathology and Lab
- 15 **COMPREHENSIVE EXAM**

II. Course Objectives*:

The course will:

- A. Emphasize the economic impact of correct coding in a medical office. (II)
- B. Increase 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 objectives reference goals of the APT program.

III. Expected Student Learning Outcomes*:

The student 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:

92-100	A
89-91	B+
82-88	B
79-81	C+
72-78	C
65-71	D
64 or less	F

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

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/>.

D. Other Policies:

Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. Eating or drinking is not permitted in computer labs.