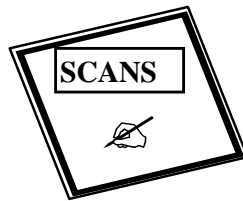




**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

**MEDICAL CODING BASICS
POFM 1300
Formerly POFM 1300 Medical Coding**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED**

STUDENT LEARNING OUTCOME (CO)

**Houston Community College System
Business Technology Department**

**MEDICAL CODING BASICS
POFM 1300**

3 semester credit hours (two lecture, three lab)

SEMESTER:

<i>Instructor:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours:</i>	<i>Campus:</i>
<i>Final Exam Date:</i>	<i>Last Day for Withdrawal:</i>

COURSE DESCRIPTION

This course presents and applies basic coding rules, principles, guidelines, and conventions utilizing various coding systems. This course is designed to introduce the fundamentals of coding systems- ICD, CPT, HCPCS & DSM-in multiple health information settings--MediSoft software applicable.

REQUIRED TEXTBOOKS

Understanding Health Insurance: A Guide to Billing and Reimbursement, Rowell, Joann C. and Green, Michelle A., 9th Edition, Delmar Publishers, **ISBN 1-4180-6706-7**.

Workbook to Accompany: Understanding Health Insurance, Rowell, Joann C. 9th Edition, Delmar Publishers, ISBN : **1-4180-6707-5**.

ICD-9-CM, 2009, Professional for Physicians Volumes 1 & 2.

Current Procedural Terminology (CPT-2009).

HCPCS Level II Expert, 2009.

REFERENCE BOOKS

- Medical Terminology Book
- Tabers Medical Dictionary, Latest Edition

DISCLAIMER: Medical Coding introduces students to document coding of health insurance claims. Business Technology does not guarantee student job placement in hospitals or medical offices, or insurance claims offices. Additionally, the course does not prepare students for home/office coding businesses. Students should not expect to have experience necessary for employment in the hospital setting. The Medical Coding certificate program prepares a beginner student for entry-level skills in a doctor's office or billing department.

Students who want to code for hospitals should contact the Health Information Technology Program, Department Chair, located at the John B. Coleman Building, Texas Medical Center, 1900 Galen, 713-718-7347.

STUDENT LEARNING OUTCOME (CO)

- Students will demonstrate basic knowledge of the national diagnostic and procedural coding systems by using case scenarios.

MISSION/PURPOSE

The purpose of POFM 1300 is to introduce the fundamentals of coding systems-ICD, CPT, HCPCS & DSM-in multiple health information settings--MediSoft software applicable to the student. POFM 1300 prepares the student to take POFM 2333.

STUDENT INFORMATION

A yearly student handbook is published which provides detailed information to students about Houston Community College System (HCCS). Data such as withdrawal, policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the yearly student handbook.

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. Students are responsible for materials covered during their absence, and it is the student's responsibility to consult with the instructor for make-up assignments.

INCOMPLETE

The grade of "I"(incomplete is conditional). A student receiving an "I" must arrange with the instructor to complete course work by the end of the following term (excluding summer). After the deadline, the grade of "I" becomes and "F". All "I" s"must be changed to grades prior to graduation.

DISABILITIES POLICIES & ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909 or the Disability Counselor at each college. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. **A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance.** A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

REPEATER POLICY

NOTICE: Students who take a course for the third time or more may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

JOB CONNECTIONS ONLINE PLACEMENT SERVICES: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-7808 or Room E-119 Scarcella Building.

GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT EVALUATION

The following grading system will be used in this course:

Evaluation	Percentage of Final Grade
Assignments	40%
Quizzes	40%
<i>Final Exam</i>	20%
Total	100%

NOTICE

Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates. This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

**COURSE SCHEDULE
MEDICAL CODING BASICS
POFM 1300**

WEEK	CHAPTER	TOPICS AND ASSIGNMENTS
1	1	Health Insurance Specialist - Roles and Responsibilities
2	2	Introduction to Health Insurance
3	3	Managed Health Care
4	4	Life Cycle of an Insurance Claim
5	5	Legal & Regulatory Considerations
6	7	CPT Coding
7	7	CPT Coding
	7	CPT Coding
8	6	ICD-9-CM Coding
9	6	ICD-9-CM Coding
10	6	ICD-9-CM Coding
11	8	HCPCS Coding
12	8	HCPCS Coding
13	9	CMS Reimbursement Issues
14	10	Coding for Medical Necessity
15	10	Coding for Medical Necessity
16		Final Exam



HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

Student Questionnaire

Name:	Last Name	First Name	MI	Student ID:
Address:	Street	Apt. #	Home Telephone	
City	State	Zip Code	Cell Telephone #	
E-mail address:			Instructor's Name:	

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N109, Stafford Texas 77477

LECTURE/LAB TEACHING DEMONSTRATION

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

A GLANCE AT **THIS** COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature
2. Drives on this computer:
CD Rom (demonstrate)
USB Flash Units (demonstrate)
Student Response _____ Student Signature
3. Desktop (personally their desktop while on that computer)
⇒ If projects are on desktop, “clean-up desktop” before leaving.
⇒ If projects are accidentally saved on the “desktop”/computer they will automatically be deleted.

Name _____
Print “your” Name

I, _____, have been given
Student Signature

instructions on the use of “this” computer. I was provided instruction in both the lecture and lab formats.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell’s office on date of completion.



Student Success Organizational Stewardship Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?
Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree?
Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
 - Access instruction for website including directions on how to navigate the job placement website Yes No

Name _____
Print "your" Name

I, _____, have been given
Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare students with the knowledge and skill needed to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFM 1300-Medical Coding

COMMON WORKPLACE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

Students in POFM 1300-Medical Coding must be able to allocate their time effectively in order to complete their class assignments. Students must be able to organize their own working area for maximum utilization of space.

Interpersonal: Works with others

Students in POFM 1300-Medical Coding must be able to share workspace, at times, with another student and thus develop competency in working effectively with others. Should conflict arise, students must be able to resolve differences effectively for the common good of all parties involved and thus develop negotiating skills.

Information: Acquires and uses information

Students in POFM 1300-Medical Coding must be able to acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, and reference books available to the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

Technology: Works with a variety of technologies

Students in POFM 1300-Medical Coding must be able to use computer hardware and software effectively in order to properly maintain the functioning of the equipment and solve and identify problems concerning the equipment and software technology.

FOUNDATION SKILLS

Students in POFM 1300-Medical Coding must be able to demonstrate basic skills in reading, writing, listening, and speaking. Students must learn to locate, understand, and interpret written information in text documents such as instructions, mathematical techniques, letters, reports, and tables.

Students in POFM 1300-Medical Coding must be able to demonstrate thinking skills, make decisions, solve problems, visualize, and reason effectively.

Students in POFM 1300-Medical Coding must be able to demonstrate personal qualities such as responsibility, a positive view of self, politeness towards others, self-control, self-motivation, and honesty.

FIVE COMPETENCIES

Resources: Identifies, organizes, plans, and allocates resources

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers' expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

Information: Acquires and uses information

- A. *Acquires and Evaluates Information*
- B. *Organizes and maintains information.*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

Systems: Understands complex inter-relationships

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. *Reading*—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts

- C. *Arithmetic/Mathematics*—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*—receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. *Creative Thinking*—generates new ideas
- B. *Decision Making*—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. *Problem Solving*—Recognizes problems and devises and implements plan of action
- D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
- B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
- C. *Sociability*—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control