BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: MDAS 1674
Course Title: Medical Coding II
Credit Hours: 3
Prerequisites: Medical Coding I and Medical Terminology with a grade of "C" or better
Division & Discipline: Workforce Training and Community Education
Course Description: Medical Coding II is designed to provide students an advanced understanding of Current Procedural Coding (CPT) and Healthcare Common Procedure Coding System (HCPCS) coding. This class will teach the student to apply CPT and HCPCS codes to patient documentation.

II. INSTRUCTOR INFORMATION

III. CLASSROOM POLICY

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course is a requirement of the Medical Coding certificate and it complements the Office Technology and Medical Assistant programs. Students will gain an understanding of how coding is an important part of the medical office.

V. ASSESSMENT OF STUDENT LEARNING/COURSE OUTCOMES

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Outcomes and Competencies

A. Explain the Use of the CPT Manual
   1. Identify the uses of the CPT manual
   2. Name the developers of the CPT manual
   3. Identify placement of CPT codes on the CMS -1500

B. Apply CPT Symbols and section guidelines
   1. Recognize the symbols used in the CPT manual
   2. Describe CPT code format

C. Assign CPT /HCPCS Modifiers
   1. Append modifiers

D. Assign Evaluation and Management Codes
   1. Use CPT modifiers correctly
   2. Describe and Use Evaluation and Management Codes

E. Explain Global and bundled coding
   1. Identify and Use Anesthesia Codes
   2. Use Anesthesia formulas
   3. Explain the use of Surgery Guidelines and General Surgery

F. Assign Body and Ancillary System Coding
   1. Describe the Format and Use Codes for the Integumentary System
   2. Describe the Format and Use Codes for the Musculoskeletal System
   3. Describe the Format and Use Codes for the Respiratory System
   4. Describe the Format and Use Codes for the Cardiovascular System
   5. Describe the Format and Use Codes for the Hemic, Lymphatic, Mediastinum, and Diaphragm
   6. Describe the Format and Use Codes for the Digestive System
   7. Describe the Format and Use Codes for the Urinary and Male Genital Systems
   8. Describe the Format and Use Codes for the Reproductive, Intersex Surgery, Female Genital System and Maternity Care and Delivery
   9. Describe the Format and Use Codes for the Endocrine and Nervous Systems
   10. Describe the Format and Use Codes for the Eye, Ocular Adnexa, Auditory, and Operating Microscopy
   11. Describe the Format and Use Codes for Radiology

12. Describe the Format and Use Codes for Pathology/Laboratory
13. Describe the Format and Use Codes for Medicine

G. Accurately Look Up Codes For Procedures And Tests In The CPT Coding Manual
   1. Apply CPT Codes to Procedures and Tests in the CPT Coding Manual

H. Explain the Use of the HCPCS Manual
   1. Describe HCPCS coding and when to assign them.

I. Assign HCPCS Codes
   1. Apply HCPCS codes to Coding Cases

J. Identify Current Issues regarding medical coding rules and regulations
   1. Explain issues regarding new coding rules.
   2. Describe how rules are changed and how often
   3. Apply regulations to coding when using coding cases.

VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

VII. TEXTBOOK AND OTHER REQUIRED MATERIALS

VIII. REFERENCES

IX. METHODS OF EVALUATION

X. ATTENDANCE REQUIREMENTS

XI. COURSE OUTLINE