



CLASS NUMBER AND NAME:	MDN301C – PROCEDURAL CODING II	
TOTAL HOURS/UNITS:	24 HOURS	2 UNITS
PREREQUISITES:	Completion or concurrent enrollment in MDN161B-Medical Terminology II and MDN150, MDN151 or MDN152 – Anatomy and Physiology I, II, III.	
TEXTS AND MATERIALS:	<ul style="list-style-type: none">• 2017 Current Procedural Terminology Codebook, Standard Edition, American Medical Association (ISBN 9781622022083)• 2017 Health Care Common Procedural Coding System, Level II manual (ISBN 9781622542048)• 3-2-1 Code It, 6th Edition; Green, Michelle; Cengage Learning, 2017 Textbook: (ISBN9781305970236) Workbook: (ISBN 9781305970250) <p>Study guides and exercises (provided by instructor) Bring Post-It Flags for tabbing coding manuals and highlighters (yellow/blue/green/pink)</p>	
CLASS DESCRIPTION:	This class is designed to give the student extensive practice with the CPT coding manual. The student will focus on the Surgery procedural service codes and the unique Surgery subsections as well as coding Radiology and Anesthesia services. The student will also become proficient at using the modifiers associated with these sections. The emphasis is on the use of current medical code books for procedures, efficient ways of looking up codes, and abstracting these codes from case scenarios.	
CLASS OBJECTIVES:	Analyze cases and apply the correct CPT codes. Demonstrate the use of modifiers in procedural coding. Demonstrate an understanding of anesthesia codes and modifiers. Analyze and code using each of the surgery subsections. Demonstrate an understanding of radiology terminology and use of codes.	
CLASS FORMAT OVERVIEW:	The class is designed to present information to the student using theory and practical reviews and exercises. The student learns to code a variety of health related situations with reality based case scenarios using worksheets and exercises throughout each section. Much of the work is done in class with explanations and clarifications by the instructor as the student goes along. Correction of assignments in class is an integral part of the learning experience.	

METHODS OF INSTRUCTION:

The class is conducted in lecture, question and answer discussion method. Visual aids and handouts will be used to help describe various forms and procedures used in the billing environment.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor's decision will be final

It will be the student's responsibility to learn of any assignments given in class when absent.

REQUIREMENTS:

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 60% or better in order to pass the course.

TESTING:

Quizzes are given after each section of the CPT manual.

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The student must complete all assigned workbook pages and worksheets (pass/fail).

There are no retakes of any tests in Medical

LATE TESTING:

A TEN PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If the student is not present the day of the test and arrangements have not been made with the instructor to take the test early, the student will automatically be given the 10 percent penalty. (Late tests start with a "B").

GRADING POLICIES:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

The final grade is based on :

Quizzes.....	35%
In Class Packets.....	25%
Final.....	40%

Points are given for tests and quizzes, which are given after each chapter, after each learned coding procedure. This is the type of class in which learning occurs through doing. There is a comprehensive final exam.

Students out of uniform will be subject to the uniform contract grading policy.

IF THE STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Identify the purpose of the CPT manual.
2. Assign appropriate modifiers for surgery codes and how they affect reimbursement.
3. Know the appropriate CPT sections and quickly find accurate codes throughout the manual.
4. Demonstrate the use of coding procedures in a final exam consisting of at least 18 situations with 70% accuracy.

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1	Intro to CPT Coding Rules Read Ch 8 (pg. 314-330) Read Ch 10 (pg. 409-427) Bring Tabs and Highlighters Intro Packet & Lecture In Class Assignment Intro Q & A	Review Intro Q & A Anesthesia & Modifiers Anesthesia Packet Lecture In Class Assignment Anesthesia Vocabulary Read Ch 8 (pg. 331-345) Read Ch 10 (pg. 429-439) Anesthesia Practice Q & A HW: 2 Hours	Review Anesthesia Q & A In Class Assignment Modifiers TB Ex. 8.8 (pg.341)	Review Modifier Exc. 8.8 Quiz Review Surgery Intro Lecture Read Ch 11 (pg. 447-487) HW: 2 Hour
2	Quiz #1 – Anesthesia & Modifiers	Intro to Surgery Chapter 11, Surgery I Surgery Intro & Integumentary Packet & Lecture In Class Assignment Vocabulary Integumentary Q & A HW: 2 Hours	Review Integumentary Q & A In Class Assignment Integumentary (Skin) Practice Coding Assignment	Review exercises in packet Integumentary Quiz Review Musculoskeletal System Surgery II Read Chapter 12 (pg. 493-517) HW: 2 Hours
3	Quiz #2 Skin	Musculoskeletal System Packet and Lecture In Class Assignment Vocabulary Musculoskeletal Q & A Respiratory System Surgery II Read Ch. 12 (pg. 519-533) HW: 2 Hours	Review Musculoskeletal Q & A Respiratory Lecture In Class Assignment Respiratory Q & A Vocabulary	Review Respiratory Q & A Cardiovascular System Surgery III Read Ch. 13 (pg. 539-573) Hemic & Lymphatic System Surgery III Read Ch. 13 (pg. 574-579) Cardiovascular Vocabulary HW: 3 Hour
4	Cardiovascular System, Hemic & Lymphatic Lecture In Class Assignment Cardiovascular Practice Q & A Chapter 12 & 13 Quiz Review	Quiz #3 – Surgery I – III Digestive & Urinary Systems Surgery IV Read Ch. 14 (pg 585-624) HW: 2 Hours	Digestive and Urinary Packet & Lecture In Class Assignment Digestive and Urinary Q & A Vocabulary	Review Chapter 14 Q & A Chapter 15 Packet & Lecture In Class Assignment Vocabulary Male/Female Genital, Endocrine, Eye/Ear, Nervous System Surgery V Read Ch. 15 (pg. 631-674) Chapter 15 Q & A HW: 2 Hours
5	Review Chapter 15 Q & A Review for quiz – surgery IV – V	Quiz #4 Surgery IV – V Radiology Read Ch. 16 (pg. 686-723) HW: 2 Hours	Radiology Packet and Lecture In Class Assignment Radiology Q & A Vocabulary	Review Radiology Q & A Worksheets in Class HW: 3 Hours
6	Radiology Continued	FINAL REVIEW	FINAL	Late Testing

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences.

Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus word part list, flashcards, and practice tests all when appropriate to augment learning. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.