



CLASS NUMBER AND NAME:	<b>MDN301A DIAGNOSTIC CODING I</b>	
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 or III.	
TEXTS AND MATERIALS:	<ul style="list-style-type: none"><li>• 3-2-1 Code It, 6th Edition; Green, Michelle; Cengage Learning, 2017 <b>Textbook: (ISBN9781305970236)</b> <b>Workbook: (ISBN 9781305970250)</b></li><li>• 2017 ICD-10-CM The Complete Official Codebook, American Medical Association <b>(ISBN 9781622024049)</b></li></ul> <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 develop the student's skill in using the ICD-10-CM coding manual; the use of all portions of the manual will be demonstrated. Exposure is given to an array of coding situations that will usually be encountered on the job, with extensive practices given in theory and practical.	
CLASS OBJECTIVES:	To explain the purpose of diagnostic coding for professional services.  To properly demonstrate the use of diagnostic coding manual.  To demonstrate coding accurately.  To discuss the HIPAA and Compliance issues	
CLASS FORMAT OVERVIEW:	The class is conducted in the question and answer discussion method with each student having the opportunity to participate. The student learns to code a variety of health related situations i.e.: diseases, well-patient visits, surgeries, follow-up care.	
METHODS OF INSTRUCTION:	Much of the work is done in class, with explanations and clarifications by the instructor as the students go along. Correction of projects in class is an integral part of the learning experience.  The instructor provides student study guides and practice exercises.	

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 when 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**

Assignments will be collected periodically.

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

TESTING:

The student must satisfactorily complete class work and tests in order to pass the course with a passing grade (60% or better).

Tests are given after each section covered. Periodic quizzes are given to reinforce learned coding procedures.

**There are no retakes of any tests in Medical**

LATE TESTING:

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

GRADING POLICIES:

Each student is graded on the cumulative point system as follows:

- 90 – 100%    A
- 80 – 89%    B
- 70 – 79%    C
- 60 – 69%    D
- 59 – 00%    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. Accurately code diagnostic codes using the ICD-10-CM manual.
2. Understand the coding conventions and guidelines
3. Understand the compliance role in the work environment.
4. Know the difference between primary and secondary diagnoses.
5. Demonstrate the use of coding procedures and diagnoses in a final consisting of at least eighteen situations with 70% accuracy as determined by the instructor.

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<b>1</b>	<b>Intro to ICD-10-CM, Conventions &amp; Terms Handout</b>  Bring Tabs & Highlighters to Set up ICD-10 Book  Intro Packet Intro Lecture	<b>In Class Assignment:</b> Index Terms worksheet Coding Guidelines  HW: Read Ch 2 (pg.51-58), Ch 3 (pg.72-92), Ch 4 (pg.98-109)  <b>HW: 2 Hours</b>	<b>In Class Assignment:</b> Essentials of Accurate Coding  Combination Coding Slides – <b>In Class Assignment:</b> Combination Coding	Review Practice Sheets Coding Quiz Review  HW: TB Ex. 2.2 (pg.54) and 2.3 (pg.58)  <b>HW: 2 Hours</b>
<b>2</b>	<b>Quiz #1</b>	<b>Neoplasm Handout</b> Neoplasm Lecture Terminology  HW: Read Ch 4 (pg.120-130) WB Ex. 4.2, (pg.31) #11-20  <b>HW: 2 Hours</b>	Neoplasm Packet: Discuss Classification of Neoplasms  <b>In Class Assignment:</b> Neoplasm Q & A	Review of Neoplasm Q & A  <b>In Class Assignment</b> Practice Sheets  HW: Code Slides, Extra Practice Sheet & Quiz Review  <b>HW: 2 Hours</b>
<b>3</b>	Review Coding slides and Extra Practice  Neoplasm Quiz Review	<b>Quiz #2 – Neoplasms</b>  <b>Z-Codes &amp; External Causes Handout</b> Read Ch 4 (pg.183-196)  <b>HW: 2 Hours</b>	Z-Codes Lecture  <b>In Class Assignment</b> Terminology Z-Code Practice Sheet & WB Ex. 4.2 (#171 – 180)	Review Z-Code Practice Sheet  External Causes – Lecture  HW: Read Ch 4 (Pg. 178-183) WB Ex. 4.2 (#181 – 190)  <b>HW: 3 Hours</b>
<b>4</b>	Review Z-Code Practice sheet Discuss External Causes  Z-Code / External Causes Quiz Review	<b>Quiz #3 – Z-Codes &amp; External Causes</b>  <b>Injury &amp; Complications Handout</b> Read Ch 4 (Pg: 168-178)  <b>HW: 2 Hours</b>	Injury & Complications Lecture (Slides)  <b>In Class Assignment</b> Fractures, Wounds, & Multiple Injuries	Injuries & Complications Lecture cont'd  <b>In Class Assignment</b> Burns & Poisoning Review the Coding GL's  HW: WB Ex. 4.2 (#161-170)  <b>HW: 2 Hours</b>
<b>5</b>	Injuries & Complications Lecture cont'd  <b>In Class Assignment</b> Poisoning & Adverse Effects	<b>In Class Assignment</b> Injury & Poisoning Q & A  HW: Coding Practice I & II  <b>HW: 2 Hours</b>	Review Injury & Poisoning Q & A  Review Coding Practice I & II  <b>In Class Assignment</b> Coding Practice Quiz	Review Coding Practice Quiz  ICD-10-CM Coding  <b>HW: Final Review – 3 Hours</b>
<b>6</b>	ICD-10-CM Coding  Begin Final Review	<b>FINAL REVIEW IN CLASS</b>	<b>FINAL</b>	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.**