



CLASS NUMBER AND NAME:	MDN301B PROCEDURAL CODING I
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 experience with the Evaluation Management, Medicine, and Pathology/Lab sections of the CPT coding manual. The student is also introduced to the HCPCS coding manual to explore coding supplies provided in an outpatient setting and by durable medical equipment providers. 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:	To explain the purpose of coding for professional services. Properly demonstrate the use of CPT and HCPCS coding manuals. Demonstrate the use of modifiers in the CPT manual. Demonstrate the ability to properly code E/M (Evaluation and Management services, procedures in the Medicine and Pathology and Laboratory sections, as well as supplies from the HCPCS manual.
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 then 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.

TESTING:

Quizzes are given after each section of the CPT and HCPCS manuals. A cumulative final is given.

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

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 modifiers
3. Explain the levels and assign codes to various types of Evaluation Management services
4. Quickly find accurate codes for procedures and services using the Medicine and Pathology and Laboratory sections of the CPT manual
5. Quickly find accurate codes for supplies in the HCPCS manual.

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1	Intro to CPT Coding Rules Read Ch 8 (pg. 314-330) Bring Tabs and Highlighters Intro Packet & Lecture In Class Assignment Intro Q & A	Review of Q & A WB Ex. 8.1 (#1-35) Evaluation & Management Read Ch. 9 (351-401) HW: 2 Hours	E/M Packet and Lecture Guidelines and Process of Selecting level of Service	Group Screen Practice E/M Slides E/M Q & A E/M Vocabulary WB Ex. 9.1 (#1-5) HW: 2 Hours
2	Review E/M Q & A Discussion regarding Modifiers In Class Assignment WB Ex. 9.3 (#1-15)	E/M Coding Practice E/M Quiz Review Pathology and Laboratory Read Ch. 17 (Pg. 730-753) HW: 2 Hours	Quiz #1 Evaluation & Management	Path/Lab Packet and Lecture Index Terms Coding for Rapid Strep In Class Assignment Vocabulary Path/Lab Q & A HW: 2 Hours
3	Review Path/Lab Q & A In Class Assignment WB Ex. 17.2 (#1-20) Path/Lab Practice Sheet	Review WB Ex. 17.2 & Practice Sheet Path/Lab Quiz Review Medicine Read: Chapter 18 Pg. 758-793 HW: 2 Hours	Quiz #2 Pathology & Laboratory	Medicine Packet and Lecture In Class Assignment Vocabulary Medicine Q & A WB Ex. 18.1 (#1-10) HW: 2 Hours
4	Review Medicine Q & A & WB Ex. 18.1 In Class Assignment Medicine Section Practice Worksheet Discuss on Medicine Section Injections	In Class Assignment Injection Worksheet Medicine Quiz Review HCPCS Read Ch.7 (pg. 284-304) HW: 2 Hour	Quiz #3 Evaluation & Management, Pathology & Laboratory, Medicine	HCPCS Packet and Lecture In Class Assignment Vocabulary HCPCS Q & A HW: 2 Hours
5	Review HCPCS Q & A In Class Assignment WB Ex. 7.3 (#26-55) Review WB section in Class	In Class Assignment HCPCS Exercises HCPCS Quiz Review HW: 2 Hours	Quiz #4 HCPCS	Exercises to work from beginning to end in preparation for final review HW: 3 Hours
6	Continue Reviewing Exercises	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.