



**CLASS NUMBER AND NAME:** MDN310 ADVANCED MEDICAL CODING

**TOTAL HOURS/UNITS:** 24 HOURS 2 UNITS

**PREREQUISITES:** Completion of MDN301A Diagnostic Coding I, MDN301B Procedural Coding I, AND MDN301C Procedural Coding II; Completion or concurrent enrollment in MDN306 Claims Reimbursement.

**TEXTS AND MATERIALS:**

- 3-2-1 Code It, 6th Edition; Green, Michelle; Cengage Learning, 2017 **Textbook: (ISBN9781305970236)**  
**Workbook: (ISBN 9781305970250)**
- 2017 ICD-10-CM The Complete Official Codebook, American Medical Association **(ISBN 9781622024049)**
- 2017 Current Procedural Terminology Codebook, Standard Edition, American Medical Association **(ISBN 9781622022083)**
- 2017 Health Care Common Procedural Coding System, Level II manual **(ISBN 9781622542048)**
- You Code It! Abstracting Case Studies Practicum; Third Edition, Safian, Shelley C. & Johnson, Mary A.; McGraw Hill Education **(ISBN 9780078020728)**

Study guides and exercises (provided by instructor)

**CLASS DESCRIPTION:** This course expands on the knowledge acquired in CPT and ICD-10-CM coding. The student will gain further understanding of the evaluation and management audit form and learn to abstract data to accurately code both procedures and diagnoses. The student will learn to abstract information from patient chart notes, operative reports, radiology reports, and laboratory and pathology requisition forms.

CLASS OBJECTIVES:

Properly demonstrate the use of CPT, HCPCS, and ICD-10-CM coding manuals while coding case scenarios.

Demonstrate the use of the E/M audit form

Demonstrate the use of modifiers in the CPT manual and HCPCS manuals

Properly code office notes, operative and radiology reports

Understand the National Correct Coding Initiative

Understand the concept of medical necessity

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**

Assignments will be collected periodically.

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

REQUIREMENTS

The student must complete the workbook pages (pass/fail). Tests must be passed with a grade of 60% or better in order to pass the course.

TESTING:

The student must complete the workbook pages (pass/fail).

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

Quizzes are given after each section to reinforce learned coding procedures. A cumulative final exam is given.

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

LATE TESTING:

**A 10 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”)

**LATE HOMEWORK WILL NOT BE ACCEPTED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH INSTRUCTOR.**

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. Understand the concept of medical necessity
2. Assign modifiers according to NCCI edits
3. Locate accurate codes for procedures, services, and diagnoses the CPT, HCPCS, and ICD-10-CM manuals
4. Use an E/M auditing form
5. Accurately abstract data from operative reports and chart note

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1	Introduction Abstracting Medical Documentation  <b>In Class Assignment</b> <i>Safian text</i> Read Chapter 1 Pgs 1 - 20	Lecture – Abstracting from the Medical Record  <b>In Class Assignment</b> Chapter 1 Review Questions Pgs: 19 – 20  HW: 2 Hours Section 1.1 Case Scenarios	Review Questions & Case Scenarios  Quiz Review	<b>Quiz Section 1</b>  Chapter 9 – Evaluation and Management Coding <b>3-2-1 Code It! text</b> Read pgs: 351 -401 HW: 2 Hours
2	Chapter 9 – Evaluation and Management - Lecture  <b>In Class Assignment</b> E/M Abstraction Exercise	Review E/M Exercise  <b>In Class Assignment</b> Section 2.1 Case Scenarios  HW: 2 Hours Section 2.2 Case Scenarios	Review Case Scenarios  Quiz Review	<b>Quiz Section 2</b>  Chapter 8 – Coding with Modifiers and NCCI Edits <b>3-2-1 Code It! text</b> Read pgs: 517-531 HW: 2 Hours
3	Chapter8 – Coding with Modifiers and NCCI Edits – Lecture  <b>In Class Assignment</b> Section 3.1 Case Scenarios  Chapter 10 – Anesthesia <b>3-2-1 Code It! text</b> Read pgs: 409-439	Review Case Scenarios - Modifiers  Chapter 10 – Anesthesia Lecture  HW: 2 Hours Section 3.1 Case Scenarios	Review Case Scenarios  Discuss NCCI Edits  Quiz Review	<b>Quiz Section 3</b>  Chapter 11 – Surgery I-V <b>3-2-1 Code It! text</b> Read pgs: 445-674 HW: 2 Hours
4	Chapter 11 – Coding for Surgery Lecture  <b>In Class Assignment</b> Section 4.1 Case Scenarios	Chapter 11 – Surgery Cont'd Review Case Scenarios  <b>In Class Assignment</b> Section 4.2 Case Scenarios  HW: 2 Hours Section 4.3 Case Scenarios	Review Case Scenarios  Quiz Review	<b>Quiz Section 4</b>  Chapter 16 Radiology, Read pgs: 686-723 Chapter 17 Path/Lab, Read pgs: 730-753 Chapter 18 Medicine Read pgs: 758-793 <b>3-2-1 Code It! text</b>  HW: 2 Hours
5	Chapter16, 17, 18 Radiology, Path/Lab & Medicine Lecture  <b>In Class Assignment</b> Section 5.1 Case Scenarios	Review Case Scenarios  HW: 2 Hours Section 5.2 Case Scenarios	Review Case Scenarios  Quiz Review	<b>Quiz Section 5</b>  HW: 3 Hours
6	All Sections Review	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.