



CLASS NUMBER AND NAME:

**MDN312 MEDICAL CODING APPRENTICESHIP
CERTIFICATION PREPARATION**

TOTAL HOURS/UNITS:

24 HOURS

2 UNITS

PREREQUISITES:

Completion of MDN305 Medical Insurance Plans, MDN306 Claims Reimbursement, and completion or concurrent enrollment in MDN310 Advanced Medical Coding.

TEXTS AND MATERIALS:

- 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)
- 2017 Official CPC Certification Study Guide, AAPC (ISBN 9781626883468)

Study guides and exercises (provided by instructor)

CLASS DESCRIPTION:

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology, pathophysiology, and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 10th Revision, Clinical Modification ICD-10-CM, Official Coding Guidelines and CMS Healthcare Common Procedural Coding System. The student will be well prepared for the Coding Certification Exam.

CLASS OBJECTIVES:

Review anatomy and pathophysiology

Review reimbursement

Review CPT, ICD-10-CM and HCPCS coding guidelines and procedures

Prepare for the certification exam

CLASS FORMAT OVERVIEW:

The class is conducted in the lecture, question and answer discussion method with each student having the opportunity to participate. Correction of projects in class is an integral part of the learning experience. There will be speakers on various methods of delivering health care throughout the course.

METHODS OF INSTRUCTION:

As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class.

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

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 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. Identify the purpose of the CPT manual
2. Assign modifiers
3. Explain the levels and assign codes to various types of Evaluation and 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.
6. Quickly find accurate codes for diagnoses in the ICD-10-CM manual.
7. Be prepared to take the Professional Coding Exam

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1	Lecture: Chapter 1 - Business of Medicine, pgs 1 - 12 Lecture: Chapter 2 - Medical Terminology and Anatomy Review, pgs 13 - 33 Lecture HW: Chapter 1 & 2 Review Questions, 1 Hour	Review of Chapter 1 & 2 Questions Lecture: Chapter 3 - Introduction to ICD-10-CM, pgs 35 - 74 Lecture Chapter 4 - Intro to CPT, Surgery, GL, HCPCS, Modifiers, pgs 75 – 96 HW: Chapter 3 & 4 Review Questions, 1 Hour	Review Chapter 3 & 4 Review Questions Quiz Review HW: 1 Hour	Quiz #1 HW: Read Ch 5, 6, 7, 8 pgs 97 - 168 2 Hours
2	Lecture: Chapters 5 & 6 Glossary Terms In Class Assignment: Review Questions Ch 5 (#1 - 8) & Ch 6 (#1 - 8) HW: Ch 5 (#9 - 10) & Ch 6 (#9 - 10), 1 Hour	Review Chapter 5 & 6 Review Questions Lecture: Chapters 7 & 6 Glossary Terms HW: Ch 7 (#1 - 10) & Ch 8 (#1 - 10), 1 Hour	Review Chapter 7 & 8 Review Questions Quiz Review HW: 1 Hour	Quiz #2 HW: Read Ch 9, 10, 11, 12 pgs 169 - 238 2 Hours
3	Lecture: Chapters 9 & 10 Glossary Terms In Class Assignment Review Questions Ch 9 (#1 - 8) & Ch 10 (#1 - 8) HW: Ch 9 (#9 - 10) & Ch 10 (#9 - 10), 1 Hour	Review Chapter 9 & 10 Review Questions Lecture: Chapters 11 & 12 Glossary Terms HW: Ch 11 (#1 - 10) & Ch 12 (#1 - 10), 1 Hour	Review Chapter 11 & 12 Review Questions Quiz Review HW: 1 Hour	Quiz #3 HW: Read Ch 13, 14, 15, 16 pgs: 239 - 290 2 Hours
4	Lecture: Chapters 13 & 14 Glossary Terms In Class Assignment Review Questions Ch 13 (#1 - 8) & Ch 14 (#1 - 8) HW : Chapter 13 (#9 - 10) & 14 (#9 - 10), 1 Hour	Review Chapter 13 & 14 Review Questions Lecture: Chapters 15 & 16 Glossary Terms HW: Ch 15 (#1 - 10) & 16 (#1 - 10), 1 Hour	Review Chapter 15 & 16 Review Questions Quiz Review HW: 1 Hour	Quiz #4 HW: Read Ch 17, 18, 19 pgs: 291 - 341 2 Hours
5	Lecture: Chapters 17 & 18 Glossary Terms In Class Assignment Review Questions Ch 17 (#1 - 8) & Ch 18 (#1 - 8) HW: Ch 17 (#9 - 10) & 18 (#9 - 10), 1 Hour	Review Chapter 17 & 18 Review Questions Quiz Review HW: 1 Hour	Quiz #5	Lecture: Chapter 19 Tips for Taking the Certification Exam HW: Review 2 Hours
6	FINAL REVIEW Chapters 1 – 9	FINAL REVIEW Chapters 10 – 18	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.