

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** AH 138 Basic Procedure Coding

**Number of Credits:** 3

**Course Description:** This course is designed to provide students with medical coding skills. The focus of the class is on CPT coding.

**Prerequisites:** None

### Course Objectives:

Students are expected to

- Describe the use of codes, modifiers, and symbols found in the coding book.
- Understand the differences among the sections of the CPT manual as well as how the sections are related.
- Follow the guidelines found in each chapter and apply the rules of correct coding.
- Explain how to communicate with physicians, and demonstrate what is needed to successfully code a procedure note.

**Instructor:** Heidi Hall

**Office:** M-F 8:00 a.m. – 4:30 p.m. CST

Evening appointments arranged upon request.

**Phone:** 1-888-918-5623

**Email:** I would prefer if students use the iMail feature within Moodle to contact me.

[heidi.hall.2@dakotacollege.edu](mailto:heidi.hall.2@dakotacollege.edu)

**Lecture/Lab Schedule:** Online; See outline for deadlines.

### Textbooks:

- Buck, Carol J., *Step-by-Step Medical Coding 2011 Edition*, Elsevier, Inc. (www.elsevierhealth.com), 2011 Edition
- *Optional:* Buck, Carol J., *Workbook for Step-by-Step Medical Coding 2011 Edition*, Elsevier, Inc. (www.elsevierhealth.com), 2011 Edition
- *CPT Standard/Professional Edition*, American Medical Association Press (www.amapress.com)

### Course Requirements:

**Independent Practice:** Review Chapter PowerPoints. Answer all section reviews and chapter reviews to make sure that you understand the information in the assigned chapters. If you have questions about any topics or need help, please contact me or another student via the course email.

**Assignments:** Each chapter will have a graded assignment (quiz) that should be completed prior

to tests. All assignments (quizzes) will have an individual score and at the end of the course will be worth part of the total grade. Assignments are also adaptive (each question will allow you to submit and if incorrect try again with a .1 score penalty per try until answer is correct).

**Tests:** Five tests on the chapters covered during the term will be given. Additionally, a Final Exam consisting of 20 random questions from previous assignments or tests will be given on week 8. Because of the eight-week schedule, this will amount to a test about every week. Tests will cover two to four chapters at a time and will be about 10 to 20 questions each. Scores on your tests will be combined with scores on your assignments to make up your total grade. Tests will allow only 1 attempt and they are not adaptive. Students will only be permitted to submit one answer.

### Course Outline:

Week	Dates	Chapters, Tests
1	January 11 - 15	Chapters 13-14
2	January 18 January 19 - 22	MLK Day – Campus Closed Chapters 15-17, Test 1
3	January 25 - 29	Chapters 18-20, Test 2
4	February 1 - 5	Chapters 21-23, Test 3
5	February 8 - 12	Chapters 24-26, Test 4
6	February 15 February 16 - 19	President’s Day – Campus Closed Chapters 27-29
7	February 22 - 26	Chapter 30, Test 5
8	February 29 - March 4	Final Exam

### Relationship to Campus Theme:

The course focuses on health problems of humans and medical responses to injuries, illnesses, and diseases. Current tools in the medical coding industry are utilized to code medical procedures.

### Classroom Policies:

- Regular participation is expected.
- The student is expected to complete all assignments and tests as outlined; assignments and tests must be completed in the order that they are presented.
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but ONLY if arrangements are made before the original due date.
- The student is expected to complete all section and chapter reviews, even though these reviews will not be graded.
- The student is expected to communicate with other students and instructor via course mail or discussions when it is required.
- The student will complete each assignment before taking the related test.
- Each test will be completed online.

- Each test has a set time limit.
- Once a test is opened, it must be completed. It is up to students to be sure they are ready to take a test before entering it.
- Each test will have sections that require the use of the CPT coding book. For all questions that do not need a “code,” the student is not to use the CPT book.

### Evaluation:

Grades will be calculated by dividing total points earned by total points available from assignments and tests. A passing grade will be 60% or higher.

A--90-100%

B--80-89%

C--70-79%

D--60-69%

F--59% or lower

**Student Email Policy:** Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

### Academic Integrity:

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another as one’s own” (*Webster’s Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

**Cheating:** Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.

**Disabilities and Special Needs:** If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.