DAKOTA COLLEGE AT BOTTINEAU

Course Prefix/Number/Title: AH 139 Medical Coding II

Number of Credits: 3

Course Description: This course teaches the basic skills needed for medical coding. This course is an overview of basic coding principles for ICD-10 coding.

Pre-/Co-requisites: AH 134, AH 171

Course Objectives:
Students are expected to

- Describe the use of codes and symbols found in the coding book.
- Understand the differences among the sections and chapters of the ICD-10 manual as well as how the sections are related.
- Follow the guidelines found in each chapter and apply the rules of correct coding.
- Understand the usage of Z codes as they relate to coding diagnoses.
- Understand the fundamentals of correct coding and sequencing of diagnoses and procedures.

Instructor: Heidi Hauf

Office: NA

Office Hours: Evening appointments arranged upon request.

Phone: NA

Email: Course Messages feature within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: Online; See course outline for details

Textbook(s):
- Buck's Step-by-Step Medical Coding, 2022 Edition. Publisher: Elsevier. eBook ISBN: 9780323811361. Paperback ISBN: 9780323790383 (www.elsevierhealth.com)
- ICD-10-CM 2022 The Complete Official Codebook, American Medical Association Press (www.amapress.com); you may elect to purchase the current publication as well.

Course Requirements:
Independent Practice: Review read each chaper & review chapter PowerPoints. Please feel free to answer all section reviews and chapter reviews to make sure that you understand the information in the assigned chapters. However, this is not graded. If you have questions about any topics or need help, please contact me or another student via the course messages.

Activities: There are built in activities to be completed as extra practice. These activities are not graded.

Lectures/Presentations: There are recorded lectures and video presentations built in to the course. Please watch and take notes as necessary.

Discussions: Each chapter will have a graded discussion. You will need to create a thread with your answer to the questions asked by Wednesday of each week. Respond to another students post with beneficial information.

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. The chapter assignments allow for 3 attempts. This means that you can reattempt each chapter quiz up to 3 times. You will receive the score from your highest grade. There is a time limit per assignment.

Tests: Five tests on the chapters covered during the term will be given. Additionally, a Final Exam consisting of 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. 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 you must complete the test once it has been started. There is a 60 minute time limit on tests. The final exam will allow for 120 minutes.

Tentative Course Outline:

Week	Dates	Chapters, Tests
1	October 17-21	Chapters 1 & 2
2	October 24-28	Chapters 3, Test 1
3	October 31-November 4	Chapters 4, Test 2
4	November 7-11	Chapters 5, Test 3
5	November 14-18	Chapters 6, Test 4
6	November 21-25	Chapters 7 & 9
7	November 28-December 2	Chapter 27, Test 5
8	December 5-9	Final Exam

Academic Calender: Please review https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions for important dates.

Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Less than 60%	F

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):
1. Employ industry-specific skills in preparation for workplace readiness.
2. Combine general education and vocational skills curriculum.

Relationship to Campus Focus: 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.
- All weekly discussions, assignments, and tests are due on Friday at 11:59 p.m. CST.
- **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 encouraged 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 messages or discussions when it is required.
- 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.

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:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.