Course Outline

Medical Coding Specialist Enhanced

Course Objectives

Upon completion of this course, graduates will be trained to:

- Describe the roles, average day, personal qualities, and desirable character traits of various healthcare professionals.
- Apply an understanding of anatomy and physiology as well as medical terminology to their work as medical coding professionals.
- Explain the parts of a medical record.
- Use the ICD-9-CM manual to identify diagnostic codes.
- Use the CPT manual to identify procedural and evaluation and management codes.
- Integrate ICD-9-CM and CPT codes.
- Describe the history, organization and use of the HCPCS Level II manual.
- Use Practice Fusion to create electronic health records.
- Adhere to ethical standards and guidelines for healthcare professionals.

UNIT 1

Lesson 1: The World of Healthcare
Congratulations on your decision to become a medical coder! In your first lesson, you’ll discover the daily activities in medical facilities. Examine the responsibilities of various healthcare professionals, and discover how medical coders interact with these professionals. Lesson 1 also discusses the many career opportunities available to medical coding specialists.

Quiz 1
This quiz is worth 1 percent of your course grade.

Lesson 2: Medical Insurance 101
It’s a hot topic! You often hear about health insurance, but do you consider yourself an expert? Here, you’ll study types of health insurance programs that exist today. This lesson also outlines common medical insurance terms, how insurance companies are billed, the basics of electronic billing and how diagnostic and procedure codes apply to insurance.

Quiz 2
This quiz is worth 1 percent of your course grade.

Lesson 3: Introduction to Medical Terminology: Word Parts
Just listen to doctors and nurses talk; medicine has its own language. Now, discover the building blocks of all medical terms—root words, prefixes and suffixes. These building blocks will let you understand complex medical words.

Quiz 3
This quiz is worth 2 percent of your course grade.

Lesson 4: Medical Terminology: Dividing and Combining Terms
This lesson continues your study of the language of medicine. Learn to divide medical words in to word parts to determine meanings, as well as combine those parts to form medical terms. You’ll also discover how these medical terms are used to describe diagnoses and procedures.

Quiz 4
This quiz is worth 2 percent of your course grade.

Lesson 5: Medical Terminology: Abbreviations, Symbols and Special Terms
Explore the abbreviations, acronyms and symbols that medical professionals use. You’ll also examine medical eponyms, sound-alikes, opposites and the special rules regarding medical plurals.

Quiz 5
This quiz is worth 2 percent of your course grade.

Lesson 6: Documenting Medical Records
Lesson 6 outlines the role medical records play in a coding specialist’s job. What is the importance of documentation in medical records? What are the various types of dictation formats? How do healthcare professionals manage medical records? Find out all of this and more in this lesson!

Quiz 6
This quiz is worth 3 percent of your course grade.

UNIT 2

Lesson 7: Medical Ethics
As healthcare professionals, medical coding specialists must adhere to some important legal and ethical guidelines. This lesson explains the concepts of ethics, compliance, fraud and abuse. Determine how these concepts apply to medical coding specialists. You’ll also study insurance audits and the importance of confidentiality when dealing with medical records.

Quiz 7
This quiz is worth 2 percent of your course grade.

Lesson 8: Introduction to Anatomy
Anatomy and physiology knowledge is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.

Quiz 8
This quiz is worth 3 percent of your course grade.

Lesson 9: Anatomy: Landmarks and Divisions
Now that you know the basics, delve deeper into anatomy! This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.

Quiz 9
This quiz is worth 2 percent of your course grade.

Lesson 10: Cell and Tissue Anatomy and Pathology
Do you remember much about your high-school biology class? Never fear! Lesson 10 reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond to injury.

Quiz 10
This quiz is worth 2 percent of your course grade.

Lesson 11: Diagnostic Coding 101
Are you ready to study the actual coding process? Good! In this lesson, you’ll discover the history of the International Classification of Diseases, the development of the ICD-9-CM coding system and the future of diagnostic coding.

Quiz 11
This quiz is worth 2 percent of your course grade.

GRADING CRITERIA

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<th>Percentage</th>
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<tr>
<td>92-100%</td>
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If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.

Your final grade point average will be calculated on all graded assignments in this course. You must complete all assignments and attain a final grade point average of 70% or higher to earn a certificate.

Affiliations & Partnerships

- Accredited by the Accrediting Commission of the Distance Education and Training Council
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- Approved by National Healthcare Association
- Approved by the State of Colorado

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UNIT 3
Lesson 12: ICD-9-CM Coding Manual Introduction
Let’s build on what you know about diagnostic coding. Lesson 12 discusses the structure of the ICD-9-CM and the purpose of the two volumes within the manual, as well as the guidelines and rules of the diagnostic coding process. You’ll also determine how to handle abbreviations, cross references and punctuation.
Quiz 12
This quiz is worth 2 percent of your course grade.

Lesson 13: ICD-10-CM Coding Manual Introduction
The future is ICD-10-CM, and we want you to be prepared! This lesson outlines the organization of the ICD-10-CM. You’ll compare and contrast this manual with the ICD-9-CM, and we’ll discuss the basic steps to assign codes with the ICD-10-CM.
Quiz 13
This quiz is worth 5 percent of your course grade.

Lesson 14: ICD-9-CM Coding from Infections to Blood Diseases
Now, let’s start coding diagnoses! Study infections, parasitic diseases and neoplasms, as well as how to code them, in this lesson. You’ll also practice the coding of endocrine, nutritional, metabolic and blood diseases.
Quiz 14
This quiz is worth 3 percent of your course grade.

Lesson 15: ICD-9-CM Coding from Mental Disorders to Circulatory System
You’ll get more practice with diagnosis coding as you explore the nervous and circulatory systems. Lesson 15 also teaches about mental disorders and how to code these disorders.
Quiz 15
This quiz is worth 3 percent of your course grade.

Lesson 16: ICD-9-CM Coding from Respiratory System to Complications of Pregnancy
Let’s move right along in our studies. Explore the respiratory, digestive and genitourinary systems, and gain practice coding diagnoses related to childbirth, the puerperium and complications of pregnancy.
Quiz 16
This quiz is worth 3 percent of your course grade.

Lesson 17: ICD-9-CM Coding from Diseases of the Skin to Conditions of the Perinatal Period
Lesson 17 outlines diagnosis coding of skin and subcutaneous tissue. Examine the musculoskeletal system, congenital abnormalities and conditions in the perinatal period, as well as how to code related diagnoses.
Quiz 17
This quiz is worth 3 percent of your course grade.

Lesson 18: ICD-9-CM Coding From Symptoms to Complications
In Lesson 18, you’ll practice coding symptoms, signs and ill-defined conditions, as well as injuries and poisonings.
Quiz 18
This quiz is worth 3 percent of your course grade.

Lesson 19: V Codes, E Codes and ICD-9-CM Coding Practicum
Let’s reinforce what you have learned so far in this course! This practicum allows you to apply your diagnosis coding knowledge to real-world scenarios. You’ll also discover how to assign V codes and E codes in coding situations.
Quiz 19
This quiz is worth 10 percent of your course grade.

UNIT 4
Lesson 20: The Technology of Healthcare
The world of healthcare changes every day thanks to new technology. How will these changes affect you, the medical coder? Gain a basic understanding of electronic coding, Web-based coding and the many opportunities for these services.
Quiz 20
This quiz is worth 1 percent of your course grade.

Lesson 21: CPT Coding 101
With diagnosis coding under your belt, we’ll move on to the history of procedural coding and how to differentiate between CPT and HCPCS codes. Lesson 21 also explains the structure and format of the CPT coding manual, as well as the basic steps of CPT coding.
Quiz 21
This quiz is worth 2 percent of your course grade.

Lesson 22: CPT Coding from the Integumentary System to the Urinary System
In this lesson, discover how to code procedures related to the integumentary, musculoskeletal, digestive and urinary systems. Coding for the respiratory, cardiovascular, hemic and lymphatic systems, as well as the mediastinum and diaphragm, is included.
Quiz 22
This quiz is worth 5 percent of your course grade.

Lesson 23: CPT Coding from the Reproductive Systems to the Operating Microscope
Lesson 23 outlines the male and female reproductive systems. Code maternity and childbirth procedures, as well as procedures related to the endocrine, nervous, visual and auditory systems. You’ll also learn to code for microscopic procedures.
Quiz 23
This quiz is worth 3 percent of your course grade.

Lesson 24: Comprehensive Surgery Coding
Practice makes perfect, so in this lesson, you’ll continue to practice procedure coding. We’ll review previously discussed CPT codes specific to surgery, a major area of outpatient medical coding.
Quiz 24
This quiz is worth 5 percent of your course grade.

Lesson 25: CPT Coding for Radiology, Pathology, Medicine and Anesthesia
This final lesson in Pack 4 teaches radiology terms, microscopic procedures, subsections and guidelines, as well as coding for radiology procedures. Guidelines and coding information for pathology and anesthesia are included, too.
Quiz 25
This quiz is worth 3 percent of your course grade.

Enhanced Course Extras
- ICD-9, Volumes 1 and 2*
- CPT Manual**
*Shipped upon completion of Quiz 9
**Shipped upon completion of Quiz 17

UNIT 5
Lesson 26: Integrating ICD-9-CM and CPT Coding Practicum
Just as in Lesson 19, you have a chance to apply all of the medical and coding knowledge that you’ve gained so far in this course! Code diagnoses and procedures together to work through real-world medical coding specialist situations.
Quiz 26
This quiz is worth 5 percent of your course grade.

Lesson 27: CPT Coding Evaluation and Management Services
Lesson 27 introduces evaluation and management codes, an important area for outpatient coders. Additionally, we’ll cover documentation guidelines and evaluation and management level sections and modifiers.
Quiz 27
This quiz is worth 3 percent of your course grade.

Lesson 28: Comprehensive CPT Evaluation and Management
Continue your studies of evaluation and management coding in this lesson. In addition, explore the coding auditing process, as well as how encounter forms are used in a coding specialist’s work.
Quiz 28
This quiz is worth 5 percent of your course grade.

Lesson 29: Coding Resources
It’s important to stay abreast of coding changes and research! Lesson 29 explains coding resources available to you throughout your medical coding career. We’ll discuss associations, Web sites, continuing education and certification options.
Quiz 29
This quiz is worth 2 percent of your course grade.

Lesson 30: HCPCS Coding
Gain an introduction to HCPCS coding. This lesson outlines the formats, different levels and coding rules, as well as explains how to determine when to use HCPCS coding.
Quiz 30
This quiz is worth 2 percent of your course grade.

Lesson 31: Pulling It All Together: Final Practicum
Congratulations on all of your hard work! You have a firm understanding of diagnosis and procedure coding and are nearly ready to enter the workforce as a medical coding specialist. However, before we wrap up our course, use this practicum as a final opportunity to apply your new coding skills.
Quiz 31
This quiz is worth 10 percent of your course grade.

Graduation Gifts
- Stedman’s Dictionary
- HCPCS Level II Professional

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— Must have graduated and be paid in full —
We reserve the right to substitute items of equal or greater value.

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