

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer course X A.A. degree applicable course

(check all that apply)

COURSE NUMBER AND TITLE: MA 61 - Medical Insurance Coding

UNIT VALUE: 3.0

MINIMUM NUMBER OF SEMESTER HOURS: 80 hours

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: Completion of, or concurrent enrollment in, MA 55 or MA 56, Medical Terminology and Anatomy

COREQUISITE:

RECOMMENDED PREPARATION:

SCOPE OF COURSE:

Diagnosis and medical procedure coding utilizing International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) and Current Procedural Terminology 4 (CPT-4) coding guidelines. Includes abstracting information from the medical record, utilizing computer coding techniques, and knowledge of strategies to promote accurate reimbursement of medical claims.

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. evaluate the purpose of the CPT manual;
2. analyze elements of the CPT manual;
3. assign CPT modifiers appropriately;
4. describe the purpose of special reports;
5. list and describe the major features of Health Care Financing Administration Common Procedure Coding System (HCPCS);
6. apply CPT codes appropriately;
7. evaluate the purpose of ICD-9-CM;
8. analyze characteristics of each volume of ICD-9-CM;
9. apply ICD-9-CM codes appropriately;
10. abstract information accurately from medical records;
11. define medical terms and abbreviations associated with specific medical specialty areas and body systems; and,
12. apply coding techniques and strategies to promote accurate reimbursement;
13. utilize basic computer fundamentals to input, save and transmit data;
14. utilize software applications relevant to coding.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Current Procedural Terminology 4 Coding
 - A. Purpose
 - B. Symbols
 - C. Sections
 - D. Guidelines
 - E. Format
 - F. Modifiers
 - G. Unlisted procedures
 - H. Special reports
 - I. Evaluation and Management coding
 - J. Anesthesia and Surgery coding
 - K. Radiology and pathology/laboratory coding
 - L. Medicine coding

- II. National Level Coding - Health Care Financing Administration
Common Procedure Coding System

- III. International Classification of Diseases 9 Clinical Modification
Coding
 - A. Format
 - B. Vol 2: Diseases, Alphabetic Index
 - C. Vol 1: Diseases, Tabular Index
 - D. Vol 3: Procedures
 - E. Coding of diseases
 - F. Coding of procedures
 - G. Appendices

- IV. Coding Guidelines
 - A. Inpatient guidelines
 - B. Outpatient guidelines
 - C. Diagnostic coding and reporting guidelines for physician
billing

- V. Third Party Reimbursement
 - A. Medicare
 - B. DRGs - Diagnosis Related Groups
 - C. PSROs - Peer Review Organizations
 - D. RBRVS - Resource Based Relative Value Scale
 - E. APGs - Ambulatory Patient Groups
 - F. Managed care
 - G. Current trends in reimbursement

REQUIRED READING:

Buck, Carol J. Step-by-Step Medical Coding. Philadelphia, PA: WB Saunders Co., 1996.

American Medical Association Staff. CPT - Physicians Current Procedural Terminology. 4th edition. Chicago, IL: WB Saunders Co., 1995.

St. Anthony's ICD-9-CM Code Book for Physician Payment. Vol. 1, 2 & 3. Washington, D.C.: St. Anthony's Publishing, Inc. 1995.

SUGGESTED READING:

Thomas, Clayton L. Tayber's Cyclopedic Medical Dictionary. Philadelphia, PA: F.A. Davis Company, 1995.

REQUIRED WRITING:

One paragraph essay question on each major examination. One paragraph, short answer review question for each chapter.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Text reading, chapter review questions, and note studying.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

- 6 quizzes worth 30 points each
- 2 exams worth 50 points each
- 1 written assignment worth 20 points

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: ANDREA TAUPIER, Medical Assisting Instructor

SIGNATURES:

By signing this form, I certify that this course outline of record meets all the minimum requirements for associate degree credit courses as specified in Title 5 section 55002.