Course Title: Introduction to Medical Coding

Course Number: XHLT 2000

Course Description:
This course introduces students to the Health Information profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings.

Hours: 48

Course Prerequisite(s): Medical Terminology

Student Learning Outcomes:
1. Interpret health record content
2. Describe health information management department function and purpose
3. Differentiate the various types of healthcare facilities and their records
4. Identify the various licensing and regulatory agencies in the healthcare industry
5. Demonstrate basic skills in coding and billing

Textbook(s): (Contact bookstore for current edition and cost)
1. Step by Step Medical Coding, Carol Buck. Elsevier Publishing
2. ICD-10 & CPT Coding Manuals, Professional Editions

Withdrawal Policy: See the current Career Skills Training catalog for the tuition refund policy.

Collin College Academic Policies: See the current Collin Student Handbook.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Meeting Location: Courtyard Center

Attendance Policy: Students must be in attendance for at least 90% in order to pass competencies.

Lesson Plan:
Session 1: Introductions, review syllabus, and course overview.
Medical terminology assessment and review
Discussion of Chapter 1 – Reimbursement, HIPAA and Compliance
Session 2: Complete Chapter 1. Review Reimbursement, HIPAA and Compliance
Session 3: Test over medical, insurance and billing terminology
            Begin Chapter 2 An Overview of ICD-10-CM
Session 4: Complete Chapter 2 and practice ICD-10 coding
            (Chapters 3-7: for review only)
Session 5: Test over Chapter 1 & 2
            Chapter 8 - Introduction to the CPT
Session 7: Complete Chapter 8 – Introduction to the CPT, review CPYT and practice coding
Session 8: Begin Chapter 9 – Introduction to Level II National Codes (HCPCS)
Session 9: Chapter 10 – Modifiers
Session 10: Complete Chapter 10
            Modifier practice coding
Session 11: Chapter 11 – Evaluation and Management (E/M)
Session 12: Chapter 12 – Anesthesia
            E/M and Anesthesia practice coding
Session 13: Review Chapters 1, 2, 8, 9,10,11,12 for comprehensive final exam
Session 14: Final exam

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

Method of Evaluation: Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.