

NASSAU BOCES - ADULT EVENING PROGRAM
Joseph M. Barry Career & Technical Education Center
1196 Prospect Ave.
Westbury, NY 11590

COURSE OUTLINE

Course Name: **Medical Coding**
Weeks: 5
Sessions: 10
Hours: 40
Days/Time Mon/Wed 6-10pm
Instructor: Richard Moore
Required Textbook: Understanding Medical Coding-A Comprehensive Guide; Sandra. Johnson; Delmar Publishing
Prerequisites: Some basic PC skills
Adult evening Office: (516) 622-6950

Course Overview:

Introduction and basic guidelines for utilizing ICD and CPT coding system. Methods for medical offices, billing of Medicare and private insurance companies are addressed. Students will learn to code medical and surgical procedures accurately.

Students are advised to take Medical Billing/Medical Manager to complete the Certificate Program.

Medical Coding & Billing Certificate: Requires Medical Coding and Medical Billing/Medical Manager for 98 total hours.

Course Topics

Weeks 1-3 ICD-9 CM Coding

- Week 1-A Introduction to ICD-9 CM Coding
 Organization of coding systems
 Coding exercise #1 on main terms
 Explanation of subterms-sub-subterms
 Examples
 Alphabetical index guidelines
 Coding exercise #2
- 1-B Volume 1, Tabular list:
 Tab chapter formats, explanation tab
 Coding conventions & coding steps, guidelines
 Guidelines
 Coding exercise #3
- 1-C Diabetes mellitus: What is it?
 Codes on D.M.
 Hypertension: What is it?
 Codes on HPN
 Codes on Neoplasms
 Coding Exercise #4

- 1-D Signs, symptom and ill –defined conditions: What is it?
 Supplementary classification codes: “V” codes: What are they?
 Coding exercise #5
 Injuries, sprains & strains, fractures
- 1-E Burns, drugs & chemical poisoning and adverse effects codes
 Coding exercise #6
 Late effect: What is it? Coding late effect
 Complications, Pregnancy & child birth
 Fifth digit codes
 Coding exercise #7
- 1-F Volume 11: Alphabetical Index
 Guidelines
 Coding Exercise #8
 Coding by Etiology
 Coding exercise #9
 Pro (Per review organization) what is it?
- Week 2-G Summary of HCFA Coding & Reporting guidelines
 Code editors: What is it?
 Hepatitis, HIV codes and guidelines
- 2-H Ulcerative colitis: What is it?
 Coding U.C.
 “E” codes defined
 Coding exercise #11
- Week 3-I Diseases of the different systems defined:
 Nervous, Sense organs, Respiratory, Urinary, Skin, Eye, Bones, Female Organs, Cardiovascular Systems.
- Weeks 4-5** **CPT-4 Coding**
- Week 4-A Explanation of the basic word structure, component parts:
 Origin of medical terms
 Combining forms – prefixes – suffixes
 Word root: Definition and examples
 Compound words – break down of complete words
 Prefixes – suffixes: Examples
 Learning new and unfamiliar words
 Some common prefixes and suffixes
 Medical abbreviations – definitions
 Specialists and practices
 Professional abbreviations – title – definition

- 4-B Elements of Medical Forms:
 Diagnostic suffices and compounding elements
 Term-analysis – definition
 Operative suffices and compounding elements: term-analysis-definition
 Symptomatic suffixes and compounding elements: term-analysis-definition
 Roots: term-analysis-definition
 Prefixes: term-analysis-definition
 GI and Cardiovascular system
- 4-C Organs of the urinary system – definitions, terms combining forms, pathology, coding exercise.
Female reproductive system: Organs, terms, combining forms, abbreviations, Coding Exercises
- 4-D Male reproductive system: Terms, organs, reproductive organs. Coding exercises.
Nervous system. Organ terms, combining forms. Coding exercises.
- 4-E Integumentary system: organ , terms, pathology, abbreviation; coding exercises.
 Appendix – forming plurals: words, word endings
- 4-F Review of Medical Terminology
 TEST
 Evaluation and Management Codes: Introduction
 Guidelines, format, organization, etc.
- Week 5-G Basic CPT-4 principles
 Organization of CPT-4
 Reason for accuracy
 E/M codes and definitions
 Modifies
 Guidelines and rules for use
 Coding Exercises: New and established patient
- 5-H Hospital Observation services: descriptions and examples
 Hospital care – subsequent visits
 Emergency services
 Critical care – descriptions and examples
 Coding exercises
- 5-I Consultations
 What is it
 Consultation: Office-Outpatient (New/Established)
 Confirmatory consultations
 Inpatient consultation – Initial, established – new-follow-up
 Examples
 Coding Exercises

- 5-J Nursing facility services (99301-99313)
 Description and examples
 Home Services – new/established patient
 Coding exercises
 Newborn care: What is it?
 Prolonged services
 Case management services
 Preventative medicine
 Coding exercise
- Week 5-K Review of the entire E/M Coding Test
 Radiology (diagnostic): Coding Guidelines
Nuclear medicine
 Diagnostic Ultrasound
 Complete procedure/Interpretation/Technical component
 Modifiers used
 Coding Exercises
 Coding Guidelines
 Multi-channel Tests: What are they?
 Coding Exercises
- 5-L More Coding exercises
 Medicine and Misc: Immunization, injections, allergy, ophthalmology, coding
 Guidelines
 Unlisted procedures: What are they?
 Why they need description of services or medical documentation
- Week 6-M Review of Radiology and Pathology
 TEST
- 6-N Review of entire course: E/M and radiology, pathology and medicine
- 6-O FINAL EXAM