

**MA 169 Course Outline as of Spring 2006****CATALOG INFORMATION**

Dept and Nbr: MA 169

Title: PROCEDURAL CODING

Full Title: Procedural Coding

Last Reviewed: 2/14/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.50	Lab Scheduled	3.00	8	Lab Scheduled	24.00
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	40.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 68.4

**Catalog Description:**

Students integrate their knowledge of medical terminology, anatomy, surgery, diagnoses, and procedures to correctly identify services and procedures provided in a variety of medical settings. They abstract information and transfer data to coding systems to obtain payment from third parties. They use coding procedures and regulations to develop strategies and techniques which promote accurate reimbursement.

**Prerequisites/Corequisites:**

Course Completion of HLC 160 ( or HLC 60)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 and Course Completion of ANAT 51 or ANAT 58

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Students integrate their knowledge of medical terminology, anatomy, surgery, diagnoses and procedures to correctly identify services and procedures provided in a variety of medical settings. They use coding rules and guidelines to achieve coding accuracy. (Grade Only)

Prerequisites/Corequisites: Course Completion of HLC 160 ( or HLC 60)

Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of ANAT 51 or ANAT 58

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

At completion of this course, the student will be able to:

1. Define and use procedure code terminology.
2. Use the medical record as the source document for coding diagnoses and medical procedures.
3. Use guidelines to appropriately interpret and report procedures and services.
4. Select the name of a procedure or service that most accurately defines the service performed.
5. Describe the use of CPT (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System) coding systems.
6. Demonstrate the use of CPT system by coding procedures and services and unifying descriptors.
7. Demonstrate the appropriate use of modifiers.

### **Topics and Scope:**

- I. Procedure code terminology
  - A. Key Terms
  - B. Format of terminology in procedure books
- II. Use of the medical record as the source document
- III. Use of the major procedural coding manual
  - A. Organization, Structure
  - B. Instructions, Symbols
  - C. Appendices
  - D. Index
- IV. CPT coding of professional services

- A. Defining the encounter
  - B. Coding steps
  - C. Using the guidelines for each section
  - D. Coding starred procedures
  - E. Coding unlisted procedures
  - F. General coding tips
- V. Coding principles for services/sections
- A. Evaluation and Management
  - B. Surgery
  - C. Anesthesia
  - D. Radiology
  - E. Pathology and Laboratory
  - F. Medicine

### Assignment:

1. Read approximately 20-40 pages per week.
2. Complete procedural coding exercises (50% problem solving; 50% skill demonstration).
3. Analyze chart notes and operative reports to increase coding skills (4-8).
4. Quizzes (2-5); final exam.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Coding exercises.

Problem solving  
15 - 25%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Coding exercises.

Skill Demonstrations  
15 - 25%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, Matching items, Completion, Short answer.

Exams  
50 - 60%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None
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Other Category 0 - 0%
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**Representative Textbooks and Materials:**

Current Procedural Terminology 4, American Medical Association, Chicago, IL, 2004 (updated yearly).  
Basic CPT Coding Book. AHIMA, 2004 (updated yearly).