MA 166.3 Course Outline as of Spring 2006

CATALOG INFORMATION

Dept and Nbr: MA 166.3 Title: EXTERNSHIP: MED CODING
Full Title: Externship: Medical Coding
Last Reviewed: 3/5/2012

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	3.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.50		Contact Total	166.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50 Total Student Learning Hours: 183.75

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 66.3

Catalog Description:
Practical experience in hospitals, or other medical settings, to develop medical coding skills in preparation for entry-level employment as a medical coder. Emphasis on the ability to function with accuracy, speed, and utilization of resources in challenging medical coding settings.

Prerequisites/Corequisites:
Course Completion of MA 162 (or MA 62 or MSR 62B) and Course Completion of MA 167B (or MA 67B) and Course Completion of PHYZ 58 (or PHYSIO 58) and Course Completion of MA 161 (or MA 61 or MSR 61) and Course Completion of MA 160 (or MA 60 or MSR 60 or MSR 69) and Course Completion of MA 168 (or MA 68.1 or MSR 68.1 or MSR 68)

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Immunization and TB clearance required.

Schedule of Classes Information:
Description: Practical experience in hospitals, or other medical settings, to develop medical coding skills in preparation for entry-level employment as a medical coder. Emphasis on the ability to function with accuracy, speed, and utilization of resources in challenging medical

coding. (Grade Only)
Prerequisites/Corequisites: Course Completion of MA 162 (or MA 62 or MSR 62B) and Course Completion of MA 167B (or MA 67B) and Course Completion of PHYZ 58 (or PHYSIO 58) and Course Completion of MA 161 (or MA 61 or MSR 61) and Course Completion of MA 160 (or MA 60 or MSR 60 or MSR 69) and Course Completion of MA 168 (or MA 68.1 or MSR 68.1 or MSR 68)
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment: Immunization and TB clearance required.
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, the student will be able to:
1. Perform a variety of medical coding tasks as itemized on a task list.
2. Demonstrate problem solving and critical thinking involved with proper and safe use of equipment, procedures and processes utilized by the medical coder in the hospital, medical office and other coding settings.
3. Apply principles and skills which have been learned in prerequisite and corequisite courses.
4. Demonstrate confidentiality and other ethical and legal concepts while working in coding settings.
5. Communicate effectively, with cultural sensitivity, with coding supervisor and staff.
6. Demonstrate professionalism in the clinical setting.
7. Plan and implement medical coding in an efficient, accurate, timely manner, effectively utilizing coding resources.
8. Utilize their own coder's handbook.
9. Evaluate various medical coding employment and career opportunities.
10. Write a resume and cover letter.
11. Interview competently for a medical coding position.

Topics and Scope:

I. Medical Coding Externship - Medical coding externship experience in a hospital coding department, medical office or clinic, or other appropriate setting

A. Meet with Health Information Manager or Coding Department Supervisor to discuss and update coding task list and to review evaluation process

B. Students will be:

1. practicing within professional/ethical scope of practice for medical coders
2. applying concepts and utilizing techniques learned in all previous courses
3. communicating effectively, with cultural sensitivity, with instructor, supervisor, and coding staff
4. planning daily coding activities and abstracting and coding efficiently and accurately, utilizing available coding resources
5. coding, which may include but not be limited to the following: an orientation to encoding, abstracting, and reference books; coding ancillary charts (x-ray, laboratory), emergency room records, outpatient surgery, inpatient records; business office Medicare billing; and student-specific focused coding (revisiting previous coding subjects)
6. developing a coder's handbook that will include coding data and other information to improve medical coding abilities
7. demonstrating professional behaviors including: dependability, punctuality, cooperation, confidentiality, appropriate appearance, interest in and willingness to learn, and initiative

II. Coding seminars (four 2-hour seminars, one every two weeks for eight weeks-or eight 1-hour seminars, one every two weeks for 16 weeks)

A. Orientation to medical coding externship.

1. procedures, process, expectations, and evaluation
2. assigned experience

B. Analysis of skills and problem solving related to medical coding externship experience

C. Resume writing and preparation for employment

D. Preparation for further coursework and/or coding certification exams

E. Presentations by coding experts re coding opportunities

Assignment:

1. Complete the required number of hours, performing a variety of designated coding tasks, during assigned coding externship in a medical facility under the supervision of the manager, supervisor or designed coder.
2. Maintain a timesheet.
3. Compile a coding folder at assigned medical setting. Include and update your coder's handbook.
4. Complete a 1-2 page weekly report, including type of coding

accomplished, successes and problems encountered, goals for next week and goal achievements and revisions from last week's goals.
5. During coding seminars, discuss externship experience, participate in problem-solving exercises, role play interpersonal conflicts and communication challenges.
6. Complete 5-25 exercises demonstrating the ability to accurately perform coding steps.
7. Complete weekly task sheet update with externship supervisor.
8. Meet with instructor and supervisor when requested.
9. Write a resume and cover letter.
10. Role play job interview skills.
11. Participate in final performance evaluation with instructor; includes coding supervisor's evaluation, timesheet, task sheet, student evaluation of program, and future plans.
12. Adhere to standards of professionalism: dependability, punctuality, cooperation, appropriate appearance, interest in and willingness to learn, and initiative.

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.

Written homework, Weekly reports; resume & cover letter.	Writing 15 - 20%

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

Problem solving exercises.	Problem solving 5 - 10%

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

Field work, Coding exercises; task sheets; folder; evaluations	Skill Demonstrations 50 - 65%

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

None	Exams 0 - 0%

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

Professionalism and attendance.	Other Category 10 - 20%

Representative Textbooks and Materials:
Instructor prepared materials.