

Master Syllabus

HIM 1160 - Medical Office Coding Concepts

Division: Health Sciences

Department: Health Information Management

Credit Hour Total: 1.0

Lecture Hrs: 1.0

Prerequisite(s): HIM 1101

Date Revised: May 2016

Course Description:

Introduction to principles and conventions for assigning ICD-10 and CPT codes to patient encounter for billing physician services. Students should possess proficiency in basic medical terminology.

General Education Outcomes:

- ▣ Values/Citizenship/Community
- ▣ Information Literacy
- ▣ Critical Thinking/Problem Solving

Course Outcomes:

Professional Behavior

Demonstrate the personal behaviors, attitudes, and values consistent with and appropriate to the entry-level HIM professional.

Assessment Method: Behavioral observations

Performance Criteria: Score 77% or higher

Assessment Method: Performance appraisals

Performance Criteria: Score 77% or higher

Clinical Information Analysis

Apply guidelines to identify what clinical information is appropriate to code for the billing of physician services.

Assessment Method: Locally developed exams

Performance Criteria: 77% or higher

ICD-9-CM/ICD-10 Coding Systems

Demonstrate the ability to apply the basic rules, basic principles, and conventions of the ICD-9-CM and ICD-10 coding systems, in order to correctly assign codes for the billing of physician services.

Assessment Method: Locally developed exams

Performance Criteria: 77% or higher

CPT/HCPCS Coding System

Demonstrate the ability to apply the basic rules, basic principles, and conventions of the CPT/HCPCS coding system, in order to correctly assign codes for the billing of physician services.

Assessment Method: Locally developed exams

Performance Criteria: 77% or higher

Knowledge Integration

Apply medical terminology and coding conventions to correctly relate to clinical documentation.

Assessment Method: Locally developed exams

Performance Criteria: 77% or higher

Outline:

ICD-9-CM/ICD-10 Coding Systems CPT/HCPCS Coding System Clinical Information Analysis Knowledge Integration Professional Behavior