

## 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 Competency
- Information Literacy Competency
- Critical Thinking/Problem Solving Competency

### 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