

## Master Syllabus

### HIM 1201 - Introductory Medical Office Coding

**Division:** Health Sciences

**Department:** Health Information Management

**Credit Hour Total:** 4.0

**Lecture Hrs:** 4.0

**Prerequisite(s):** HIM 1101 AND BIO 1121

**Date Revised:** May 2016

---

#### Course Description:

Introduction to principles, guidelines and conventions for assigning ICD-10-CM diagnostic codes and CPT procedure codes to patient encounters for physician services. Additional out-of-class assignments are required.

#### General Education Outcomes:

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

#### Course Outcomes:

##### Current Procedural Terminology (CPT) Coding System

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

**Assessment Method:** Locally developed exams

**Performance Criteria:** Correctly answer exam questions at 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Correctly answer coding scenarios at 77% or higher

##### Clinical Information Analysis

Apply national guidelines to identify what clinical information is appropriate to code.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Correctly answer exam questions at 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Correctly answer coding scenarios at 77% or higher

##### Knowledge Integration

Demonstrate knowledge of anatomy, disease process, and medical terminology to correctly interpret clinical documentation.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Correctly answer exam questions at 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Correctly answer coding scenarios at a 77% or higher

##### Diagnostic Coding

Utilize Alphabetic Index and Tabular List of ICD-9-CM or ICD-10-CM to appropriately assign codes for correctly identified diagnoses.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Correctly answer exam questions at 77% or higher

**Assessment Method:** Simulations

**Performance Criteria:** Correctly answer coding scenarios at 77% or higher

##### Professional Behavior

Exhibit the professional behaviors, attitudes, and values consistent with and appropriate to the entry-level Health Information Management (HIM) professional.

**Assessment Method:** Performance appraisals

**Performance Criteria:** 77% or higher

#### Outline:

Introduction to Coding with General Coding Guidelines for Diagnoses Steps in ICD-9-CM or ICD-10-CM Coding Signs, Symptoms, and Ill-Defined Conditions Introduction to Service and Procedural Coding with CPT Evaluation and Management Section Radiology and Laboratory Diseases of the Skin and Subcutaneous Tissue Injuries, including Burns Surgery - Integumentary System Endocrine, Nutritional, and Metabolic Diseases Diseases of the Blood and Blood-forming Organs Diseases of the Musculoskeletal System Surgery - Musculoskeletal System Disease of the Respiratory System Diseases of the Circulatory System V Codes HCPCS/ Vaccinations in CPT