



COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES

COURSE TITLE: Online Medical Coding II

Fall 09 **ONLINE** Course Contract Numbers: **13804 and 13669**

TOTAL CONTACT HOURS: 72

CEU'S: X YES _____ NO 7.2 # CEU'S (10% of total class hours)

Online Medical Coding Course Registration instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

Contacts for Online Medical Coding Program: ceonline@durhamtech.edu

Cynthia Davis, Program Assistant and Becky Roehrs, Program Director

Faculty Information:

Instructor: [Sandra Crockett, RHIA](#)

COURSE DESCRIPTION: Continuing the study of coding and classification systems, ICD-9-CM and HCPCS/CPT-4 are emphasized. These coding systems are applied to reimbursement and billing, encoders and groupers, case mix management, and the relationship between coding and managed care. Detailed medical history reports are provided from which CPT codes are determined. **The textbook/workbook plus the Coding Manuals from Medical Coding I are used. Online packet** required for online course. [Registration procedures for online courses](#)

Recommended prerequisites: Expanded Medical Terminology for Health Care Professionals and Anatomy and Physiology for the Medical Office Professional as well as Medical Coding I or *equivalent medical experience*.

Recommended skills include the following: comfortable with keyboarding, word processing software, and file management.

Online RESOURCES AND MATERIALS:

REQUIRED: Buck, Carol J. [2009 Edition Step-by-Step Medical Coding Access code](#)

Reuse Text and workbook from Medical Coding I: [Buck, Carol J. Step-by-Step Medical Coding, 2009 Edition, Saunders. \(Textbook and Workbook Package\)](#)

Reuse Materials from Medical Coding I: [Current CPT 2009, American Medical Association ICD-9-CM for Hospitals 2009, Volumes 1, 2 and 3](#)

Reuse Suggested from Medical Coding I: [Medical Dictionary](#)

Please note that the ICD-9 and CPT manuals can be used for Coding and Billing courses following this course.

The **access code will be available** at the Durham Tech Bookstore at least one week before classes start. It is kept behind the bookstore counter. Please make sure you use the course/contract number listed at the beginning of this document when asking for the access code. Here is the link to the location and hours for the **DTCC bookstore**:

<http://www.durhamtech.edu/html/prospective/bookstore.htm>

You can also order your access code online, please refer to the registration procedures for instructions: [Registration procedures for online courses](#)

To logon to your class, after returning your registration and payment, please refer to the registration procedures for logon instructions: [Registration procedures for online courses](#)

Online TEACHING STRATEGIES: **(CHECK THOSE YOU PLAN TO UTILIZE)**

Lecture Exercises Role-Playing Small Group Discussion
 Reports Tutorials Audio Visual Programmed Instruction
 Modeling Field Work Performance Select Teachable Moments
 Lab Video Tapes Demonstration

Does your course require completing a special project or assignment or passing a certain test?

Yes No **(If yes, please explain.)**

Online COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

- Understand the purpose of the CPT
- Recognize the symbols used in the CPT
- List the major sections in the CPT manual
- Describe the CPT code format
- Understand modifiers
- Locate terms in the CPT index

Online METHODS OF EVALUATING OUTCOMES: **(Please check all that apply)**

Assignments Oral Tests Demonstration Skills
 Written Tests Oral Reports Instructor Assessment & Observation
 Class Participation Projects Other

THE PRIMARY METHOD OF EVALUATION IS Written Tests

To successfully complete this course: If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives.

ATTENDANCE: Attendance is monitored primarily with due dates for assignments.

Online COURSE OUTLINE: **Note:** Topics covered and time schedules may vary.

WEEK	TOPIC
1	Review: Course Syllabus/Requirements Chapter 2: Evaluation and Management (E/M) Section Required: Chapter 2 Assessment and Discussion Posting Required: Assignment “All About You”
2	Chapter 2 Continued Required: Chapter 2 Workbook Questions Required: Week 2 Discussion Board Required: Chapter 2 Exam – Part 1 & 2
3	Chapter 3: Anesthesia Section and Modifiers Review: Chapter 3 Overview Required: Chapter 3 Assessment Required: Week 3 Discussion Board
4	Chapter 3 Continued Required: Chapter 3 Workbook Questions Required: Week 4 Discussion Board Required: Chapter 3 Exam – Part 1 & 2
5	Chapter 4: Introduction to the Surgery Section and Integumentary System Review: Chapter 4 Overview Required: Chapter 4 Assessment Required: Week 5 Discussion Board
6	Chapter 4 Continued Required: Week 4 Discussion Board Required: Chapter 4 Workbook Questions Required: Chapter 4 Exam – Part 1 & 2
7	Chapter 5: Musculoskeletal System Review: Chapter 5 Overview Required: Chapter 5 Assessment Required: Chapter 5 Workbook Questions Required: Chapter 5 Exam – Part 1 & 2 Required: Week 7 Discussion Board

15	Chapter 13: The Medicine Section and Level II National Codes Review: Chapter 13 Overview Required: Chapter 13 Assessment Required: Chapter 13 Workbook Questions Required: Chapter 13 Exam – Part 1 & 2 Required: Week 15 Discussion Board
16	Final Exam and Course Survey

After successfully completing this course:

Students are encouraged to take:

- **Medical Insurance and Billing**, where students can reuse their coding manuals
- **Electronic Health Records** or any of the elective courses offered for the Medical Coding Program.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:

Online Medical Coding Program Registration, Online Textbook Order Instructions and Online Course Logon Instructions:

<http://www.durhamtech.edu/html/corporate/medicalcoding/onlineregistration.htm>

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208 or by visiting the Student Development Office, Wynn Center, Room 1309.