

### MASTER COURSE OUTLINE

A. BUSO 2631 Applied Medical Coding

B. COURSE DESCRIPTION:

This course is an introduction to medical classification systems using Current Procedural Terminology (CPT) and International Classification of Diseases, Clinical Modification (ICD-CM) codes. Coding is the transformation of verbal descriptions into numbers. This course will build basic knowledge of both coding systems. The course will cover the differences in coding for inpatients versus outpatients with a component of long-term care reimbursement; and the differences between procedure codes and diagnostic codes. A current CPT coding manual and an ICD-CM manual is used. This course is part of the Associate in Applied Science Medical Administrative Assistant degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Prerequisites: BUSO 1660 and BUSO 1668.  
**(3 Cr – 2 lect, 1 lab)**

C. **\*\*Core Themes:** Critical Thinking and Ethical and Civic Responsibility

D. MAJOR CONTENT AREAS:

- Medical coding systems
- ICD-CM development, organization, characteristics
- Outside coding resources
- Coding/insurance relationship
- CTP development, organization and characteristics of codes/conventions
- Medical, surgical, radiological, pathological, and laboratory procedure and diagnostic examples for all body systems
- HCPCS coding system
- Coding quality

E. GOAL TYPE, OBJECTIVES AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
** <u>Critical Thinking</u>	Students will be able to analyze the logical connections among the facts, goals, and implicit assumptions relevant to a problem or claim; generate and evaluate implications that follow from them.	The student will successfully 1. demonstrate coding of both methods by graded classroom practice work and coding tests with use of published coding manuals.

<b>**Ethical and Civic Responsibility</b>	analyze and reflect on the ethical dimensions of legal, social, and scientific issues.	1. use confidentiality rules according to clinic/hospital procedures and Patient Bill of Rights at all times.
<b>CS</b>	demonstrate good attendance and proper work habits/work relationships.	1. meet deadlines and complete all work completed for review/scoring.
<b>CS</b>	utilize the medical dictionary, PDR, and general medical reference materials.	1. use proper spelling of all medically-related terms, words, and drugs throughout course.
<b>CS</b>	demonstrate correct spelling of all English words.	1. use proper grammar, punctuation, and spelling of all English (non-medical words).

**F. SPECIAL INFORMATION:**

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request. The lease or purchase of a laptop is required for this course.

**G. COURSE CODING INFORMATION:**

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12

AASC Approval date: 01/22/13

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

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