Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

AMOA 207
MEDICAL OFFICE CODING

COURSE DESCRIPTION
This course trains students in medical procedural and diagnostic coding skills. Emphasis is placed upon the utilization of coding manuals for insurance claim processing.

RATIONALE
The student will learn the different components of a Current Procedural Terminology (CPT) book as well as CPT codes. The basics of International Classification of Diseases, Tenth Revision (ICD-10), coding, and how to locate information in the coding book will be covered.

I. PREREQUISITE
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
IV. **Measurable Learning Outcomes**

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

A. Contrast the difference between the codes used for billing and diagnoses.
B. Describe what information is available in what chapters of the CPT coding book.
C. Demonstrate the proper use of modifiers.
D. Discuss how the proper use of codes will generate a higher return.
E. Discuss ethical coding through integration of a Christian worldview.

V. **Course Requirements and Assignments**

A. Textbook readings and lecture presentations

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (6)

Discussion boards are collaborative learning experiences. Therefore, the student will create a thread in response to the provided prompt for each forum. Each thread must be at least 250 words, integrate at least 1 biblical principle, and demonstrate course-related knowledge. In addition to the thread, the student will reply to the threads of at least 2 classmates. Each reply must be at least 100 words. Current APA formatting must be used to cite all sources, and must include in-text citations and a corresponding formatted reference list.

D. Case Study Exercise

The student will complete a Case Study Exercise. For this assignment, the student must analyze several scenarios and respond with the proper codes.

E. Coding Guidance Sheet

The student will create a Coding Guidance Sheet that presents tips for remembering how to code using knowledge gained from the course and outside sources. The student must include at least 10 tips and reminders on how to code ICD-10-CM and CPT, at least 5 medical terms or symbols regarding ICD-10-CM and CPT, and an explanation of how to locate both ICD-10-CM codes and CPT codes. The sheet must be in bullet format, and each section must have a different title. The assignment must include a title page, at least 2 pages of content with in-text citations for references used, and a reference page citing at least 1 scholarly website and the course textbook. The assignment must be in current APA format, but no abstract is required.
F. Quizzes (6)

Each quiz will cover the Reading & Study material for the module/week in which it is assigned, except the Procedural Coding Quiz and ICD-10 Part 1 Quiz, which will cover the Reading & Study material for the module/week in which they are assigned, as well as the preceding module/week. Each quiz will be open-book/open-notes, contain 50 multiple-choice and true/false questions, and have a time limit of 2 hours.

VI. Course Grading and Policies

A. Points

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
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<tr>
<td>Discussion Board Forums (6 at 50 pts ea)</td>
<td>300</td>
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<tr>
<td>Case Study Exercise</td>
<td>50</td>
</tr>
<tr>
<td>Coding Guidance Sheet</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes (1 at 50 pts, 5 at 100 pts ea)</td>
<td>550</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
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B. Scale

A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

**AMOA 207**


<table>
<thead>
<tr>
<th>MODULE/WEek</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procedural Coding: chs. 1–3, 23 1 presentation</td>
<td>Course Requirements Checklist  Class Introductions  DB Forum 1</td>
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<tr>
<td>2</td>
<td>Procedural Coding: chs. 7–8, 12, 20, 22 1 presentation</td>
<td>DB Forum 2  Procedural Coding Quiz</td>
<td>50 50</td>
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<td>3</td>
<td>ICD-10-CM: chs. 1–5 1 presentation</td>
<td>DB Forum 3</td>
<td>50</td>
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<td>4</td>
<td>ICD-10-CM: chs. 6–10 1 presentation</td>
<td>DB Forum 4  ICD-10 Part 1 Quiz</td>
<td>50 100</td>
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<tr>
<td>5</td>
<td>ICD-10-CM: chs. 11–17 1 presentation</td>
<td>Case Study Exercise  ICD-10 Part 2 Quiz</td>
<td>50 100</td>
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<td>6</td>
<td>ICD-10-CM: chs. 18–23 1 presentation</td>
<td>DB Forum 5  ICD-10 Part 3 Quiz</td>
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<td>7</td>
<td>ICD-10-CM: chs. 24–28 1 presentation</td>
<td>DB Forum 6  ICD-10 Part 4 Quiz</td>
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<td>8</td>
<td>ICD-10-CM: chs. 29–38 1 presentation</td>
<td>Coding Guidance Sheet  ICD-10 Part 5 Quiz</td>
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**TOTAL** 1010

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.