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 <u>not</u> 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.   **PREREQUISITES**

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

II. **REQUIRED RESOURCES**

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.   Blackboard recommended browsers

D.   Microsoft Word

E.   APA Formatting Resource:
     http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org

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, ICD-10-CM and ICD-10-PCS coding books.

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 (2)

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 100 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 50 words. Current APA formatting must be used to cite all sources, and must include in-text citations and a corresponding formatted reference list.

D.   Chapter Exercises (31)

The student will complete selected chapter exercises embedded within the reading assignments using the course textbook and EncoderPro medical coding software to gradually assess understanding of concepts.

E.   Case Study Questions (3)

The student will complete selected case study questions using the course textbook and EncoderPro medical coding software to demonstrate ability to understand longer scenarios and assign proper codes from different code sets.

F.   End of Chapter Review Questions (4)

The student will complete selected end of chapter review questions using the course textbook and EncoderPro medical coding software to demonstrate ability to understand, recall, and explain information covered in the reading.

G.   Coding Practices (5)

The student will complete selected coding practices using the course textbook and EncoderPro medical coding software to apply coding knowledge to short diagnosis statements.

H.   Capstone Activites (4)

The student will complete selected capstone medical coding trainer activities using the course textbook and EncoderPro medical coding software to measure accuracy and speed of coding real-world patient records.

I.   Coding Paper

The student will write a 4 – 5 page, research-based paper exploring the consequences of inaccurate coding. The paper must address the impact of improper coding on patients, healthcare providers, and public health information. Finally, the paper must discuss how having a Biblical worldview influences professional work ethic. The assignment must include a title page, at least 4 - 5 pages of content with properly formatted in-text citations for references used, and a reference page citing at least 3 scholarly sources. The assignment must be in current APA format, but no abstract is required.

VI.   COURSE GRADING AND POLICIES

A.   Points

Course Requirements Checklist	10
Discussion Board Forums (2 – 25 pts each)	50
Chapter Exercises (31 – pts vary)	245
Case Study Questions (3 – 1 pt each)	3
End of Chapter Review Questions (4 – pts vary)	67
Coding Practice (5 – pts vary)	135
Capstone Activities (4 – 100 points each)	400
Coding Paper	100
Total	1010

B.   Scale

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

C.   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

COURSE SCHEDULE

AMOA 207

Resources: Green, M. A. *3-2-1 code it!* (2018).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Green: Chapter 1 & 2 1 presentation	Course Requirements Checklist Class Introductions Chapter Ex. – 1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 2.3, 2.5 Case Study Question End of Chapter Review – Ch. 1 and Ch. 2 Coding Practice – (CM) & (PCS) DB Forum 1	10 0 25 1 31 20 25
2	Green: Chapter 3 & 4 (p. 98 – 109) 1 presentation	Chapter Ex – 3.1A, 3.1B, 3.2, 3.4, 3.6, 3.10, 3.12A, 3.12B, 3.16A, 3.16B, 3.17, 4.1, 4.2 Case Study Question End of Chapter Review – Ch. 3	130 1 16
3	Green: Chapter 4 (p. 109 – 199) 1 presentation	Chapter Ex. – 4.4, 4.11, 4.17, 4.21, 4.22, 4.23 Case Study Question Coding Practice Chapter 4 Capstone Activity	60 1 40 100
4	Green: Chapter 5 & 6 1 presentation	Coding Practice Chapter 5 Coding Practice Chapter 6 DB Forum 2	35 40 25
5	Green: Chapter 7 1 presentation	Chapter Ex. – 7.1, 7.2, 7.3, 7.4 End of Chapter Review – Ch. 7 Capstone Activity	30 20 100
6	Green: Chapter 8 & 9 1 presentation	Capstone Activity	100
7	Green: Chapter 16 1 presentation	Coding Paper	100
8	Green: Chapter 17 & 18	Capstone Activity	100
		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**.