

# INTRODUCTION TO CODING MEDICAL INSURANCE

## BUS 165

Prerequisites/Co-requisite: MAS 112

Credit Hours: 4

Clock Hours: 50

**Course Description:** This course provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Topics include: international classification of diseases, codebook format, guidelines and conventions, and coding techniques.

### Materials Needed:

- Pencil.
- Notebook.
- Textbook: *Basic ICD-9-CM Coding*, AHIMA—Latest edition
- Current Edition of ICD-9-CM Code Book is required.

**Course Objective:** Upon completion of this course, the student will be able to do the following:

- Discuss the development of the international classification of diseases.
- State the advantages of an international classification of diseases.
- Give examples of the major classification of diseases.
- Give examples of resources used to identify terms and definitions for medical conditions.
- Give examples of terms linked to the various classification categories used in the International Classification of Diseases, 9<sup>th</sup> Revision: Clinical Modification (ICD-9-CM).
- Discuss the information available in the tabular list of the ICD-9-CM.
- Discuss the information available in the alphabetic list of the ICD-9-CM.
- Compare and contrast the uses of the tabular and alphabetic lists of the ICD-9-CM.
- State the purpose for the ICD-9-CM in the standardized medical reporting procedures.
- Describe the basic steps in coding medical diagnoses and diseases in the ICD-9-CM classification system.
- Discuss the specifications for procedure classification used in preparing the ICD-9-CM.
- Give examples of conventional abbreviations used in the tabular list of the ICD-9-CM.
- Give examples of conventional punctuation used in the tabular list of the ICD-9-CM.
- Give examples of conventional symbols used in the tabular list of the ICD-9-CM.
- Give examples of other instructional conventions used in the tabular list of the ICD-9-CM.
- State the procedure for converting a term for a medical disease or procedure to its numerical identifier using the ICD-9-CM.
- Discuss the limitations of the alphabetical listing to identify a numerical code of medical diseases and procedures when using the ICD-9-CM.
- State the ICD-9-CM procedural cautions when using the alphabetical list to identify a specific numerical code.
- Identify the numerical code for a term describing a medical disease or procedure in each of the major classification categories of the ICD-9-CM.
- Use the ICD-9-CM to convert a numerical code for a medical disease or procedure into the standard term identifying it for each of the major classification categories in the coding manual.

**Course Content:**

Chapter 1—Characteristics of ICD-9-CM

Chapter 2—Procedures

Chapter 3—Introduction to the Prospective Payment System and Uniform Hospital Discharge Data Set

Chapter 4—Infectious and Parasitic Diseases

Chapter 5—Neoplasms

Chapter 6—Endocrine, Nutritional, and Metabolic Diseases, and Immunity Disorders

Chapter 7—Diseases of the Blood and Blood-Forming Organs

Chapter 8—Mental Disorders

Chapter 9—Diseases of the Nervous System and Sense Organs

Chapter 11—Diseases of the Respiratory System

**Course Requirements:**

To complete BUS 165, the student must meet the following requirements:

- Complete and turn in all assignments on time.
- Complete all exams.
- Observe appropriate work ethics.
- Maintain at least a C or better average as BUS 165 is a prerequisite for BUS 166. Otherwise, you will not be allowed to enroll in BUS 166.

**Student Evaluation:** Students will be evaluated in the following manner:

Exercises/Handouts/Chapter Review:	27%
Internet Project	3%
Quizzes:	50%
Final Exam:	20%

**Grading:**

All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of “0” on each assignment/test due. Grades can be interpreted using the following scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

**Testing Policy:** All quizzes/exams will be given one time. All test grades will be averaged together. A calendar will be provided indicating the day tests will be given. For each test not taken, or for any assignment not turned in on time, a grade of 0 will be given. Please note that sharing information regarding information on test is considered cheating and will be subject to this department’s honesty policy.

**Instructional Techniques:** Both lecture and individualized class instruction will be utilized. It is the student’s responsibility to participate in class to enhance the learning process.

**Withdrawing From Class:** Students needing to withdraw from class should contact their instructor or program advisor.

**Work Ethics:** Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

**Attendance Policy:** Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor **prior** to class if they must be absent. (Call HGTC at 275-6589 and ask for a note to be put in instructor's mail tray.) Students who are sleeping during class will be counted absent, as they are not mentally present.

**Academic Dishonesty:** *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline.*

**Internet Usage:** Unless a student is working on the interactive project, no student should be using the Internet during designated class time.

**Special Services:** Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the Special Needs Facilitator in the W R Stewart Building. To ensure that students have every opportunity to succeed in their studies, other services such as tutoring and study skills are available. Students interested in these services should contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at (478) 274-7652 or [lbarfoot@heartofgatech.edu](mailto:lbarfoot@heartofgatech.edu).

**Testing:** Students may be required to complete computerized tests instead of written tests in their classes. If this is the case, no other form of testing will be administered unless the student has provided appropriate documentation to the HGTC Special Needs Facilitator to have accommodations approved in accordance with the Americans with Disabilities Act.

**Equal Opportunity Institution:** Heart of Georgia Technical College, (HGTC), does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and other college-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I-financed programs. It also encompasses the employment of personnel and contracting for goods and services. HGTC shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This policy of nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans With Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Immigration Reform and Control Act of 1986, the Workforce Investment Act of 1998, and O.C.G.A. § 45-19-21 and other related state statutes.

The following individuals are the designated employees responsible for coordinating the College's efforts to implement this non-discriminatory policy and are located at 560 Pinehill Road, Dublin, GA 31021.

Title II (II-8.500) Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973:

- Designee for Students: Special Needs Facilitator, (478) 274-7652
- Designee for Employees: Human Resources Specialist, (478) 274-7934

Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964:

- Designee for Students: Director of Career Services, (478) 274-7643
- Designee for Employees: Human Resources Specialist, (478) 274-7934

**TCSG GUARANTEE/WARRANTY STATEMENT:**

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

## DOCUMENT LIST

### BUS 165

#### Chapter 1

\_\_\_\_\_ Ex. 1.1-1.11  
 \_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handouts #1 & 2

#### Chapter 2

\_\_\_\_\_ Ex. 2.1-2.4  
 \_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handout #3

#### Chapter 3

\_\_\_\_\_ Review Ex.

#### Chapter 4

\_\_\_\_\_ Review Ex  
 \_\_\_\_\_ Handout #4

#### Chapter 5

\_\_\_\_\_ Ex. 5.1-5.6  
 \_\_\_\_\_ Review Ex  
 \_\_\_\_\_ Handout #5

#### Chapter 6

\_\_\_\_\_ Review Ex.

#### Chapter 7

\_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handout #6

#### Chapter 8

\_\_\_\_\_ Ex. 8.1  
 \_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handout #7

#### Chapter 9

\_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handout #8

#### Chapter 11

\_\_\_\_\_ Ex. 11.1 & 11.2  
 \_\_\_\_\_ Review Ex.  
 \_\_\_\_\_ Handout #9

#### Quizzes :

\_\_\_\_\_ Quiz #1 (Ch 1-2)  
 \_\_\_\_\_ Quiz #2 (Ch 3-5)  
 \_\_\_\_\_ Quiz #3 (Ch 6, 7, & 8)  
 \_\_\_\_\_ **QUIZ AVERAGE—50%**

\_\_\_\_\_ **DAILY AVERAGE—27%**  
 (Review Exercises and Handouts)

\_\_\_\_\_ **INTERNET PROJECT—3%**

\_\_\_\_\_ **FINAL EXAM—20%**

#### Daily Grades :

I understand that if I miss a critical/test day and do not call instructor prior to class with an extenuating circumstance, I will receive a zero on each assignment/test not completed.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date