POFM 1300 Medical Coding Basics

Course Description
In this course you will become familiar with the basic coding concepts, guidelines, and skills needed to successfully perform tasks in the medical coding field.

Course Focus
The focus of this class is learning the coding rules for the CPT, ICD-9-CM and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems is presented. The medical topics of Medicare fraud/abuse, HMOs, and QIOs are also reviewed.

Course Outcome
You will be able to apply the basic coding principles using the ICD-9-CM, CPT and HCPCS coding books.

Prerequisites
Medical Terminology and Keyboarding proficiency

Required Text and Reference Material
Step-By-Step Medical Coding Textbook & Workbook; by Carol J. Buck
Current year ICD-9-CM Volumes 1 & 2 Professional Edition
Current year CPT Professional Edition AMA
Current year HCPCS Level II
Publisher: Saunders Elsevier. ISBN: Check with campus book store
Medical Dictionary (optional but recommended)

Student Learning Outcomes
The following list is directly related to the graded activities:
1. Explain the purpose of the ICD-9-CM coding book.
2. Locate ICD-9-CM diagnosis codes in Volume II Alphabetic Index,
3. Verify codes in Volume I Tabular List to the highest level of specificity.
4. Explain the purpose of the CPT coding book.
5. Explain the purpose of the E/M section of the CPT book.
7. Identify the coding specialties.
8. Explain the purpose of the HCPCS coding book.
Course Objectives
1. Interpret CPT procedures for physician coding.
2. Locate a diagnosis code in ICD-9-CM for proper coding and reimbursement.
3. Identify HCPCS codes for miscellaneous medical supplies.
4. Implement coding skills learned and code from a dictated operative report.
5. Research the CMC Medicare website for government new coding guidelines.

Performance Objectives
Chapter 1
1. Distinguish among Medicare Part A, B, C, and D.
2. Interpret rules of the Health Insurance Portability and Accountability Act (HIPAA).
3. Locate information in the Federal Register.
4. Explain the RBRVS system.
5. Understand the framework of Medicare Fraud and Abuse.
6. Identify the major components of Managed Health Care.

Chapter 8
List the uses of the ICD-9-CM.
1. Identify the characteristics of the Tabular List, Volume 1.
2. Identify the characteristics of the Alphabetic Index, Volume 2.
3. Explain the uses of coding conventions when assigning codes.
4. Identify the characteristics of the Procedures Index and Tabular List, Volume 3.
5. Demonstrate use of ICD-9-CM.

Chapter 9
1. Identify the first-listed diagnosis.
2. Demonstrate ability to assign diagnoses codes to unconfirmed conditions.
3. Assign the first-listed diagnosis in the outpatient surgery setting.
4. Report first-listed diagnoses in the observation setting.
5. Validate V code assignment.
6. Apply codes to suspected conditions.
8. Demonstrate ability to report chronic conditions.
9. Examine guidelines for reporting therapeutic services.
10. Evaluate diagnoses reporting for surgical procedures.
11. Identify the Guidelines for reporting prenatal visits.

Chapter 10
1. Explain the organization of the Guidelines.
2. Determine the level of highest specificity.
3. Identify conditions integral to a disease process.
4. Assign multiple codes to a single condition.
5. Report acute and chronic conditions.
6. Demonstrate application of combination codes.
7. Differentiate between residual and late effects.
8. Abstract information that determines if a condition is impending or threatened.

Chapter 11
1. Review infectious and parasitic diseases coding.
2. Analyze neoplasm coding.
3. Examine the endocrine, nutritional, metabolic diseases, and immunity disorders coding.
4. Review the blood conditions, mental, behavioral and neurodevelopmental disorders, nervous system, and sense organs coding.
5. Review the circulatory system coding.
6. Review the respiratory system coding.

Chapter 12
1. Examine the digestive system coding.
2. Analyze the genitourinary system coding.
3. Review the pregnancy, childbirth, and puerperium coding.
4. Review skin and subcutaneous tissue coding.
5. Review musculoskeletal and connective tissue coding.
6. Examine the congenital anomalies and certain conditions originating in the perinatal period coding.
7. Define the rules of symptoms, signs, and ill-defined conditions coding.
8. Identify the elements of coding injuries and poisonings.

Chapter 13
1. Identify the uses of the CPT manual.
2. Name the developers of the CPT manual.
3. Identify placement of CPT codes on the CMS-1500 insurance form.
4. Know the importance of using the current-year CPT manual.
5. Recognize the symbols used in the CPT manual.
6. Identify the content of the CPT appendices.
7. Locate the major sections found in the CPT manual.
8. Interpret the information contained in the section Guidelines and notes.
9. Describe the CPT code format.
10. Append modifiers.
11. Describe what is meant by unlisted procedures/services.
12. Review Category II and III CPT codes.
13. State the purposes of a special report.
14. Locate terms in the CPT index.
15. Demonstrate the ability to assign HCPCS codes.
16. List the major features of Level II National Codes, HCPCS.

Chapter 14
1. Recognize modifiers.
2. Understand the purpose of modifiers.
3. Assign Increased Procedural Services modifier -22.
5. Assign Unrelated E/M Services by the Same Physician During a Postoperative Period modifier -24.
6. Assign Significant Separately Identifiable E/M Service by the Same Physician on the Same Day of the Procedure or Other Service modifier -25.
10. Assign Anesthesia by Surgeon modifier -47.
13. Assign Reduced Services modifier -52.
15. Assign Surgical Care Only modifier -54.
17. Assign Preoperative Management Only modifier -56.
19. Assign Staged or Related Procedure or Service by the Same Physician During the Postoperative Period modifier -58.
22. Assign Procedure Performed on Infants Less than 4 kg modifier -63.
24. Assign Repeat Procedure or Service by Same Physician modifier -76.
26. Assign Unplanned Return to the Operating/Procedure Room by the Same Physician modifier -77.
27. Following Initial Procedure for a Related Procedure During the Postoperative Period modifier -78.
28. Assign Unrelated Procedure or Service by the Same Physician During the Postoperative Period modifier -79.
31. Assign Assistant Surgeon (When Qualified Resident Surgeon Not Available) modifier -82.
32. Assign Reference (Outside) Laboratory modifier -90.
33. Assign Repeat Clinical Diagnostic Laboratory Test modifier -91.
35. Assign Multiple Modifiers modifier -99.

**Chapter 15**

1. Identify and explain the three factors of E/M code assignment.
2. Differentiate between a new and an established patient.
3. Differentiate between an inpatient and an outpatient.
4. Explain the levels of E/M service.
5. Review the key components.
6. Analyze the key component history.
7. Analyze the key component examination.
8. Analyze the key component in medical decision making.
9. List contributory factors.
10. Analyze code information.
11. Analyze the types of E/M codes.
12. Demonstrate the ability to code E/M services.

**Chapter 16**

1. Define types of anesthesia.
2. Explain the format of the Anesthesia section and subsections.
3. Understand the anesthesia formula.
4. Demonstrate the ability to code anesthesia services.
5. Identify use of other modifiers with anesthesia codes.
Chapter 17
1. Understand the Surgery section format.
2. Locate notes and Guidelines in the Surgery section.
3. State the uses of the unlisted procedure codes.
4. Interpret elements of a special report.
5. Examine the separate procedure designation.
6. Analyze the contents of a surgical package.
7. Determine the contents of the General subsection.

Chapter 18
1. Describe the format of the Integumentary System in the CPT manual.
2. Identify the elements of coding Skin, Subcutaneous, and Accessory Structures services.
3. Review the main services in Nails, Pilonidal Cyst, and Introduction.
4. Identify the major factors in Repair.
5. State the important coding considerations in destruction, Mohs micrographic surgery, and breast procedures.
6. Demonstrate the ability to code integumentary services and procedures.

Chapter 28
1. Demonstrate an understanding of Radiology terminology.
2. Analyze the elements of component coding in the reporting of radiology services.
3. Identify the elements of the global procedure.
4. State the appropriate coding of contrast material.
5. Explain the format of the Radiology section.
6. Demonstrate the ability to code Radiology services and procedures.

Chapter 29
1. Explain the format of the Pathology and Laboratory section.
2. Understand the information in the Pathology and Laboratory Guidelines.
3. Demonstrate an understanding of Pathology and Laboratory terminology.
4. Differentiate amongst the Organ or Disease Oriented Panels codes.
5. Recognize Drug Testing codes.
6. Identify Therapeutic Drug Assays codes.
8. Explain Consultations (Clinical Pathology) codes.
9. Interpret Urinalysis, Molecular Pathology Procedures, and Chemistry codes.
10. Evaluate Hematology and Coagulation codes.
11. Describe Immunology codes.
12. Discriminate amongst Transfusion Medicine codes.
13. Interpret Microbiology codes.
14. Evaluate Anatomic Pathology codes.
15. Summarize Cytopathology and Cytogenic Studies codes.
16. Explain Surgical Pathology codes.
17. Choose Other Procedures codes.
18. Demonstrate the ability to code Pathology and Laboratory services.

Chapter 30
1. Analyze the format of the Medicine section.
2. Report psychiatric services.
3. Identify biofeedback services.
4. List components of dialysis reporting.
5. Demonstrate ability to report gastrointestinal services.
6. Understand ophthalmology and otorhinolaryngologic reporting.
7. Report cardiovascular services.
8. Identify services reported with pulmonary codes.
9. List the important elements of coding allergy and clinical immunology services.
11. Define neurology and neuromuscular services.
12. Demonstrate an understanding of central nerves assessment and intervention.
13. Analyze chemotherapy services.
15. Code physical medicine and rehabilitation services.
17. Define osteopathic and chiropractic services.
18. Understand non-face-to-face services.
19. Code special services, procedures, and reports.

**Workplace and Foundation Competencies**
The Medical Front Office Faculty is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

**Student Contributions**
Your contribution includes the following:
- You will spend at least four or more hours per week preparing for class. Participation is critical to your success.
- Read and study each text chapter assigned.
- Complete the exercises in each chapter to reinforce your understanding of the chapter contents.
- Complete each assigned Chapter Review prior to next class session. The class will go over the answers in class.
- Complete homework assignments, quizzes and tests in a timely manner.
- Attend class sessions.
- Prepare for class sessions.
- Demonstrate a high level of responsibility.
- Display respect for other members of the class.
- Participate in class discussions.
- Homework should be done at HOME, not in the classroom.
- Use technology properly.
- “Speak up” if a problem arises. Your instructor will never know what is wrong.

**Classroom Rules and Expectations:**
- All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment.
- Only students who are enrolled may attend class.
- Students will arrive on time and stay until class is dismissed.
- Be prepared and stay on task.
Please refrain from eating and drinking while inside the classroom.

No chewing gum “popping” or “clacking” noise in the classroom.

Listen courteously to one speaker at a time, with no interruptions and no side conversations.

Cell phones or other electronic devices must be silenced in the classroom.

No cell phone texting allowed during class.

No private conversations and inappropriate joking and laughing during lectures, presentations or videos; such activities disrupts classes, interferes with the normal flow of lectures and reduces efficiency of classroom instruction.

No Internet surfing / Web browsing / emailing / IM chatting for personal purposes.

No taking frequent or daily breaks during class lectures. These kinds of breaks do not indicate some sort of necessity, but disrespect for other students and the instructor. If someone has a medical need to leave their seat during class, they should inform the instructor and sit near an entrance door to make their exits non-obtrusive.

Generally behave as mature adults would in the workplace.

Failure to adhere to the classroom policies will result in deduction of professional points as deemed fit by your instructor.

Professional points:
As the medical profession stresses the performance of duties requiring certain behavior, attitudes and attendance, a part of this course grade will focus on professional ethics, behavior, and attendance Students will begin each course with 50 Professional Points which will count towards the Attendance grade.

Those who maintain perfect attendance, punctuality and who conduct themselves employing professional behavior (no profanity, no plagiarism or cheating, no disrespectful behavior towards classmates, instructor or administration, and no argumentative or negative attitude) will retain all 50 points.

Attendance Policy:
Attendance and participation in class is consistent with academic success; therefore, regular class attendance and punctuality are expected from all students. Students must be in attendance 90% of class-time so as to certify this course.

Absences should be kept to an absolute minimum. You will be held accountable for all assignments missed due to your absence. It is the student’s responsibility to initiate and complete missed assignments.

All arrangements relating to absences will be made with the faculty member who is responsible for the class that was missed.

When you know you will miss class ahead of time, you must inform the faculty member of the absence prior to the absence occurring. If the absence is unexpected, notify the instructor by end of that day via email. Not doing so will result in the loss of an additional one (1) Professional Point.

Faculty often includes classroom participation and attendance in student grading and evaluation and may give unannounced quizzes which may not be made up if the student is absent for any reason.
• No make-up quizzes, tests, or exams will be given. Exceptions to this rule may be based on individual circumstances and the instructor’s assessment of the student’s ability to finish course requirements.

• **Arriving late or leaving class early is not acceptable as it can be disruptive to a class lecture or individual or group activity.** Any assignments, quiz, or test given in class in which you are tardy or leave early, you will not be allowed to make up. **The instructor is not responsible to update or hand you any information that you missed due to your tardiness or early departure.**

• When students enroll in a class, they must be aware that scheduling appointments during their class time can be avoided by asking for appointments at times other than class times.

• The following reasons for absences are considered excusable: student illness or injury, critical illness of immediate family member, death of an immediate family member, jury duty or subpoena for court appearance, major religious holidays, and others determined by individual faculty to be excusable. **The student must submit appropriate official documentation that substantiates the absence upon the student’s return to class.**

• Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with the Program Coordinator to consider alternative courses prior to registration.

• **The final decision concerning absences is left to the instructor’s discretion.**

No exceptions to the following:

• **You are allowed 2 absences per course per semester (16 weeks) in a course that meets twice per week. Ten professional points will be deducted after the 2 allowed absences.**

• **You are allowed 1 tardy/early departure per course per semester (16 weeks) in a course that meets twice per week. Five professional points will be deducted after the 1 allowed tardy/early departure.**

Any defaults past these allowed amounts will qualify for the following deductions:

- Any unexcused absence will qualify for 5 points per absence being deducted from the professional points and loss of all points for that day’s class attendance points as well.

- Repeat absences will qualify for a further 5 point deduction per absence from either a test or assignment in addition to the above.

- Any unexcused tardies/early departures will qualify for 5 points per occurrence deducted from the professional points and from that day’s class attendance points as well.

**Students who miss several class sessions after the allowed excused absences and return to class without appropriate documentation and/or who lose more than 10 Professional Points in this course will be required to meet with the Program Coordinator and get approved before being allowed to attend further classes.**

*If a student is unable to attend a class regularly, regardless of the reason or circumstances, he/she should withdraw from that class. Since instructors cannot withdraw students,* you
will receive a performance grade of F if you do not initiate the withdrawal procedure yourself (please refer to College Policy).

COLLEGE POLICIES

Absences Due to Religious Observance
Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

Americans With Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

Class Attendance
Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Dallas TeleCollege Website
Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

Facilities, Equipment, and Resources

Classroom Environment - Because students and staff appreciate a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.

Disclaimer - The Internet represents a new frontier in electronic “connectivity” and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.
Electronic Devices - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom. Equipment - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses. Software License - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Instructor Communication
Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.

Internal Transfer
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process.

Receiving Your Grades
End-of-semester grades will not be mailed to you by the college. Specific instructions for obtaining your grades can be found at http://www.brookhavencollege.edu/grades.html or by visiting the advising center. OR to access your grades complete the following steps.

Internet Access to Grades
1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

Student Services
Go to http://brookhavencollege.edu/onlinesvcs/students to learn about all the student services that are available.

Technical Requirements and Support
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk can be found at http://dallastelecollege.dcccd.edu/techSupport.html. Also alert the instructor concerning any technical problems.
Withdrawal/Drop Policy
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

Stop Before You Drop
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Students Receiving Financial Aid
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and/or failing grades may have adverse consequences. Financial Aid’s phone: 972-860-4110.

Repeating This Course
Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 Semester.

Evaluation and Grading
1. Evaluation is directly related to the performance objective.
2. Performance is measured by the Course Components.
3. The letter grade is based on the percentage of the total points earned throughout the semester based on the Grading Scale.
<table>
<thead>
<tr>
<th>Course Components</th>
<th>% of grade</th>
<th>Grading Scale</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td>Attendance/Participation = 50</td>
<td>10%</td>
<td>A = 90 – 100</td>
<td>1100 - 1250</td>
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<tr>
<td>Tests = 400 (4 tests x 100 pts.)</td>
<td>25%</td>
<td>B = 80 – 89</td>
<td>950 - 1099</td>
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<tr>
<td>Quizzes = 300 (15 chaps. x 20 pts.)</td>
<td>20%</td>
<td>C = 70 – 79</td>
<td>800 - 949</td>
</tr>
<tr>
<td>Homework = 300 (Avg. of 15 chaps.)</td>
<td>20%</td>
<td>D = 60 – 69</td>
<td>650 - 799</td>
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<tr>
<td>Lab Assignment = 100 (TBD)</td>
<td>5%</td>
<td>F &lt; 59</td>
<td>&lt; 649</td>
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<tr>
<td>Final Exam = 100 (comprehensive)</td>
<td>20%</td>
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**Academic Dishonesty**

Academic dishonesty is not acceptable behavior. Academic dishonesty includes the following: any action involving cheating or deception done to improve a student’s grade and any action that aids another student in committing an act of academic dishonesty. Some examples of academic dishonesty are copying test or homework answers, copying written material and presenting it as one’s own, and letting another student copy one’s work. Students presenting it as one’s own, and letting another student copy one’s works. Students involved in cheating on quizzes, tests, homework assignments, lab assignment, etc. will be penalized. The penalty will include a zero for the project with no opportunity for making up the work. A record of the cheating offense will be included in the students’ discipline folder.

**Assignments and Late Submission**

Assignments are scheduled in advance. To qualify for the total points on the assignment, the student must submit the completed assignment at the scheduled time. Five points per day are deducted from each assignment if the assignment is not submitted at the scheduled time. This rule reinforces the need for on-time performance. Any late assignment must be completed within 3 days from the date the assignment was due or no points will be awarded for this assignment. The completion schedule is developed with you and the course work load in mind. To keep on schedule, record all the due dates on your personal calendar. Set aside times each week to study and complete your assignments. Find small chunks of time or a bigger block of time to complete the assignments.

**eCampus/Blackboard System Requirements, and Resetting Policy**

You have 1 attempt for a quiz or a test in eCampus. It is your responsibility to confirm your computer’s browser setting prior to taking a quiz or a test in eCampus. Select the “Browser Test” button on the main page in eCampus to verify your computer’s settings. It is also recommended that you log-off, reboot the computer, or allow the computer to install any program or software updates, and turn off pop-up blockers if necessary before you began a quiz or a test. If while taking a quiz or test, you receive an error message with a Red Bar across the screen, click the Cancel button. Do not click the Log Off button as this will count as your 1 attempt. Please make sure you are using Mozilla’s FireFox as your browser not Internet Explorer or Google Chrome. You are only allowed 1 reset for either a quiz or a test. No exceptions. If you should require technical assistance with your computer, contact the Helpdesk at 1-866-374-7169. Daily maintenance for eCampus is performed between 3:00 a.m. to 6:00 a.m. Please plan accordingly not to begin a quiz or test during these hours.
**eCampus Timed Quizzes, Tests and Make-up Policy**

- All chapter quizzes and tests are timed in eCampus.
- Each quiz has 20 questions worth 1 point each.
- You will have 1 attempt and 60 minutes (1 hour) to complete each quiz.
- Each test, Mid-Term and Final Exam has 50 questions worth 2 points each.
- You have 1 attempt and 150 minutes (2 hours, 30 minutes) to complete each test.
- **There are no make-ups for quizzes or tests for this course. No exceptions.**

**Note**

- The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances so dictate. You will be notified if changes are made.

**Method of Communications**

Numerous opportunities exist for you and your instructor to interact. You can do one of the following:
1. E-mail your instructor. In the subject line add your course and section numbers, i.e. (POFM-1300-xxxx) remember to include your name in the message area.
2. Telephone your instructor at 214.938.1721 only if there is an emergency.
3. Text messages are not permitted or accepted under no circumstances.

**Your instructor will respond to e-mails and phone calls in the following manner:**
1. E-mail (with appropriate heading and subject line of e-mail) within 24 to 48 hours.
2. Phone calls--within 24 to 48 hours.
# SIXTEEN-WEEK COURSE OUTLINE

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<td>Week 6</td>
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<td>Week 8</td>
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<td>Radiology</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 29</td>
<td>Pathology/Laboratory</td>
</tr>
<tr>
<td>Week 15</td>
<td>Chapter 30</td>
<td>Medicine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last week to turn in homework</td>
</tr>
<tr>
<td>Week 16</td>
<td>Last Day</td>
<td>Review Final Exam, Wrap-Up Final Grades</td>
</tr>
</tbody>
</table>

* ICD-10-CM and 10 PCS will not be covered in this course at this time.