

# Common Course Outline

## HIIT 110

### Basic Medical Coding

3 Credits

## The Community College of Baltimore County

### Description

**HIIT 110 – 3 credits – Basic Medical Coding** introduces students to the International Classification of Disease (ICD), Current Procedural Coding (CPT), and Healthcare Procedural Coding System (HCPCS) coding. This course introduces the student to coding methodology and guidelines, demonstrates the importance of accuracy and specificity in code selection, presents different forms of medical data, and lays the foundation for more advanced coding and medical record analysis.

**3 Credits:** 3 lecture hours, 1 lab hour

**Pre-requisites:** OFAD 141

### Overall Course Objectives

Upon completion of this course students will be able to:

1. explain the importance of medical coding;
2. spell, define and pronounce basic medical terms as well as understanding the concepts of root/suffix/prefix word builds;
3. differentiate between outpatient and inpatient coding and various health care systems;
4. recognize the appropriate coding methodology for coding basic cases from physicians' offices, emergency departments, acute care hospitals, ambulatory clinics, and other health care settings;
5. recognize the differences between frequently used medical insurance forms;
6. understand official coding guidelines and conventions and how they apply to code selections;
7. demonstrate the ability to accurately code basic medical services using HCPCS codes;
8. demonstrate the ability to accurately code basic medical diagnoses using ICD codes;
9. demonstrated the ability to accurately code basic medical procedures using CPT-4; and
10. utilize computerized Encoder programs and compliance software.

### Major Topics

- I. Introduction to ICD and CPT-4 coding systems
- II. Introduction to official coding guidelines for ICD and CPT-4
- III. Introduction to ICD diagnostic coding system for diseases and injuries in all body systems
- IV. Introduction to ICD procedural coding system in all body systems

- V. Introduction to CPT-4 coding system for surgery, evaluation and management, radiology, pathology and laboratory, anesthesia, and medicine services.
- VI. Introduction to HCPCS Level II codes
- VII. Presentation of overview of organizations, publications and other coding resources
- VIII. Presentation of basic medical insurance forms
- IX. Introduction to legal and ethical issues, including HIPAA, pertaining to coding medical records.
- I. Orientation to Encoder and other HIM software programs

**Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

- 1. At least 4 assessments, including quizzes and exams
- 2. In class coding projects
- 3. Coding projects completed outside of class
- 4. Written research report, 3 pages minimum

**Grading/exams:**

The grading scale is as follows:

90-100%	A
80- 89%	B
70- 79%	C
60- 69%	D
0 - 59%	F

**Written Assignments:** Students are required to utilize appropriate academic recourses.

**Other Information:**

Students must earn a minimum of a “C” grade or better.

Date Revised: 3/4/2014