

Common Course Outline  
OFAD 248  
Basic Medical Coding  
3 Credits

The Community College of Baltimore County

**Description**

This course introduces the numeric classification of disease and trauma and emphasizes the relationship between ICD-9 and CPT codes. It teaches the importance of careful examination of the medical record to determine primary and secondary procedures and shows how to record this in numeric form.

**Overall Course Objectives**

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

1. Explain the importance of coding.
2. Identify how regulations in the state of Maryland differ from other states.
3. Differentiate among coding for doctors' offices, emergency rooms, hospitals, and various other health care settings.
4. Identify parts of the medical record.
5. Analyze a physician's statement.
6. Code medical diagnoses using ICD-9 codes.
7. Code medical procedures using CPT-4 codes.

**Major Topics**

1. Coding and Medical Insurance Policies
2. Coding Ground Rules
3. Introduction to CPT-4 and ICD-9 coding.
4. HCPCS Level II Codes
5. General Surgery Rules
6. CPT-4 numeric classification system for all body systems.
7. CPT-4 coding for radiology, pathology and laboratory, and medicine.
8. ICD-9 numeric classification system for body systems.
9. ICD-9 coding for infectious diseases, mental disorders, congenital anomalies, injury, poisoning, and ill-defined conditions..

**Course Requirements**

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

1. At least 4 quizzes
2. At least 2 tests
3. Coding project.
4. Midterm
5. Final Exam

Individual faculty members may include in their syllabus additional course objectives, major topics, or other course requirements in addition to the minimum expectations stated in this Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career, and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities, and preparing for tests.