MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Medical Secretary COURSE NO. ADSM 1155

COURSE TITLE Intermediate Medical Coding

CATALOG DESCRIPTION This intermediate course is intended for entry level coders working in clinical health care settings and insurance offices whose activities require the use of ICD-9-CM, a statistical classification system for selecting diagnoses and procedures. The course presents coding format and basic and specific coding principles. Exercises will be used to demonstrate requirements for accurate coding.

AUDIENCE Medical Coding Specialists and Medical Secretary students

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE 1/2 Semester

THIS COURSE IS USUALLY OFFERED
Every other year ☐ Fall ☐ Spring ☑ Summer ☐ Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:
   a. Crucial role of physician documentation in the coding process.
   b. ICD-9-CM diagnostic and procedure coding.
   c. Hospital coding.
   d. Putting together coding systems.
   d. The reimbursement perspective.
   g. Monitoring and compliance.

2) THINKING SKILLS: Students will analyze requirements of each assignment and determine the appropriate medical code.

3) COMMUNICATION SKILLS: Students will use oral and written communication skills to successfully complete this course.
4) **HUMAN DIVERSITY:** Human diversity will be incorporated into this class through discussions and assignments.

**TOPICS TO BE COVERED:**
1. ICD-9-CM Alphabetic Disease and Injuries Index (Volume II)
2. ICD-9-CM Supplementary Classifications Appendices (Volume I)
3. ICD-9-CM Procedures: Tabular List and Alphabetic Index (Volume III)
4. Instructional terms/symbols.
5. Coding steps.
7. Assigning Classifications and Procedure codes.
8. Sequencing of codes.

**LIST OF EXPECTED OUTCOMES:**
1. Students upon completing this course will be well prepared to advance to the Advanced Coding class.

**LEARNING/TEACHING TECHNIQUES** used in this course are:
- X Collaborative Learning
- X Problem Solving
- □ Student Presentations
- X Interactive Lectures
- □ Creative Projects
- X Individual Coaching
- X Lecture
- □ Films/Videos/Slides
- X Demonstrations
- □ Lab
- X Lab

**ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:**
- X Reading
- □ Oral presentations
- X Textbook Problems
- X Group Problems
- X Other (describe below)
- X Tests
- □ Individual Projects
- □ Collaborative Projects
- □ Papers
- □ Portfolio
- □ Term Paper

**EXPECTED STUDENT LEARNING OUTCOMES:**
1. Students will learn the principles for determining the principal diagnosis and procedure.
2. Students will learn guidelines for assigning secondary diagnoses and procedures.
3. Students will have an understanding of reimbursement and compliance issues and the impact of assigning codes.
4. Students will have a basic knowledge of ICD-9-CM coding for diagnoses and procedures.

**Veteran Services:** Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements.
Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office. **The information in this course outline is subject to revision**

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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