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 1160

COURSE TITLE Advanced Coding II

CATALOG DESCRIPTION This course is a continuation of Intermediate Medical Coding and 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. This course covers ICD-9-CM format, basic, and specific coding principles.

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 ½ Semester

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ fall ☐ spring X summer ☐ undetermined ☐

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

1) ACADEMIC CONTENT:

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

3) COMMUNICATIONS SKILLS: Students will use both oral and written communications 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 External Cause Index (Volume II)
2. ICD-9-CM Specific Division Classification of Supplementary Classifications Appendices (Volume I)
3. Instructional terms/symbols
4. Coding Steps

LIST OF EXPECTED COURSE OUTCOMES:

LEARNING/TEACHING TECHNIQUES used in the 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 □
X  Lab

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

EXPECTED STUDENT LEARNING OUTCOMES:

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.