MEDICAL CODING (490035)

Medical Coding is a one-credit course that is designed for students to gain knowledge about basic principles of coding and clinical classification systems. Students will study reimbursement methodologies, health records and data, health information requirements and standards, patient confidentiality, privacy, legal, and ethical issues. The course uses an integrated approach for teaching coding competencies by incorporating theory, lab, and application of skills. Medical Coding is recommended for senior level students after completing Medical Terminology and Human Body Structures and Functions course work. Students may be eligible to take a national certification exam in medical coding. Eligibility is based on individual certification agency requirements.

Career and technical student organizations are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Students will:

Introduction to Health Information Management

1. Explore health informatics and information management as a profession.
   - Discuss the history of Health Information Management (HIM)
   - Discuss the professional opportunities within the Health Information Management profession and certifications available
   - Demonstrate knowledge of professional associations within Health Informatics and Information Management

Health Data Concepts

2. Demonstrate an understanding of health data concepts.
   - Describe the various uses of health data
   - Describe various characteristics of health data quality and standards

Health Records and Data Content

3. Demonstrate knowledge related to health records and data content.
   - Describe the functions of a health records
   - Understand the role of the health record throughout the continuum of care
   - Demonstrate an understanding of the various formats of the health record
   - Assemble medical records according to healthcare setting
   - Analyze medical records quantitatively for completeness
   - Analyze medical records qualitatively for deficiencies
   - Demonstrate retrieving medical records
   - Perform data abstraction

- Generate reports for data analysis

Classification Systems

4. Discuss classification systems, clinical vocabulary, and terminology.
   - Demonstrate knowledge of administrative and clinical terminology related to HIM
   - Interpret healthcare data and assign codes
   - Utilize appropriate reference materials to facilitate code assignment
   - Apply inpatient, outpatient, and physician coding guidelines
   - Sequence codes according to healthcare setting

Reimbursement Methodologies

5. Sequence codes for optimal reimbursement.
   - Link diagnoses and codes according to payer specific guidelines
   - Assign correct diagnosis related group (DRG) and correct ambulatory payment classification (APC)
   - Evaluate and reconcile National Correct Coding Initiative (NCCI) edits
   - Validate medical necessity
   - Submit claim forms for reimbursement
   - Evaluate, respond, and re-submit claim denials
   - Communicate effectively with provider to clarify documentation

Compliance

6. Demonstrate knowledge of coding systems, both manual and automated.
   - Identify discrepancies between coded data and supporting documentation
   - Perform ethical coding
   - Research and implement coding changes
   - Validate codes assigned by provider or electronic systems

Information Technology

7. Demonstrate a basic understanding of Health Information Technology.
   - Discuss how healthcare reform legislation affects the Health Information Technology (HIT) field
   - Demonstrate an understanding of creation and purpose of the electronic health record
   - Navigate Electronic Health Records (EHR) and interpret information
   - Utilize encoding and grouping software
   - Utilize Computer Assisted Coding software and validate assigned codes
   - Articulate an understanding between electronic health record-linked web portals and the PHR

Confidentiality and Privacy

8. Identify the importance of privacy and health records law in healthcare.
   - Identify standards of the Health Insurance Portability and Accountability Act (HIPAA) and ensure patient confidentiality
   - Define and explain the composition of the legal patient record
   - Follow medical record policies and procedures for security, including confidentiality

Ethical Issues

9. Explore ethical issues in Health Informatics and Information Management.
   - Describe the code of ethics consistent with healthcare occupations
   - Explain the importance of maintaining ethical and legal standards in compiling and using medical records
   - Discuss the Code of Ethics of the American Health Information Management Association and other related groups