



**Course Syllabus  
Medical Coding Basics  
POFM1300**

\*\*\*\*\* Note to Student \*\*\*\*\*

Student Success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Assistant Dean of Workforce Training, or the Dean of Workforce, as soon as possible. Their contact information is provided below:

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| <p><i>Julia Garcia, Dean of Workforce Training</i><br/>(830) 569-4222 X1202<br/><a href="mailto:jgarcia@coastalbend.edu">jgarcia@coastalbend.edu</a></p> | <p><i>Noemi Aguilar, Assistant Dean of Workforce Training</i><br/>(361) 354-2306<br/>aguilar@coastalbend.edu</p>  |
|  | <p><i>Coordinator of Professional Services: Juanita Dominguez: (361) 664-2981 X 3028</i><br/><a href="mailto:juanita@coastalbend.edu">juanita@coastalbend.edu</a></p> |

*"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the Assistant Dean. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."*

*We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.*

*Keeping student success in sight, faculty in each of the courses will review with students, course information with specific reading schedules, assignments, and testing information during the first week of class. Additionally, the course information will be posted to Blackboard (THECB 60x30TX compliance).*

**Course Description:** Presentation and application of basic inpatient coding rules, principles, guidelines, and conventions utilizing various coding systems; especially the current ICD [International Classification of Diseases] version as modified for use in the United States.

**Semester Hours Credit:** 3

**Lecture/Lab Hours:** 2/4

**Prerequisite:** Medical Terminology and basic keyboarding and computer skills



**Textbook(s):** ICD-10-CM: The Complete Official Draft Code Set, AMA ISBN: 978-1-622-02212-0, ICD-10- PCS, AMA ISBN 978-1-622-02216-8, Understanding ICD-10-CM and ICD-10-PCS A Worktext 3<sup>rd</sup> Edition, Bowie, Mary Jo, DELMAR Cengage Learning, ISBN 978-1-305-26525-7

**End of Course Outcomes:**

Upon successful completion of this course the student will:

1. Understand the structure and organization of the ICD-10-CM and PCS coding books and codes.
2. Be able to use knowledge of pathophysiology and coding systems to abstract information from health records for appropriate code selection and validation.
3. To be able to find the correct codes for medical procedures and diagnoses.
4. Apply decision-making skills to ensure proper sequencing
5. Understand how to query for missing or incomplete information in a health record.

**Teaching Methods:**

1. Class lecture
2. Reading of Guidelines and Conventions for coding
3. Coding exercises and examinations.
4. Course is a hybrid combination of lecture and Lab work.

**Evaluation Methods:**

1. Lab exercises
2. Blackboard assignments and assessments
3. Blackboard exam based coding exams
4. Final Exam

**Student Learning Outcomes: Lecture**

The student will demonstrate *teamwork skills* in being able to use knowledge the ICD – coding process.

**Assessment:** The assessment will be done by having the students work in a team to determine the proper codes for given diagnoses with each team member making a presentation about the process for a given diagnoses.

**Target:** At least 90% of the student will score 75% or higher on the assessment.

**Student Learning Outcomes: Laboratory**

The student will demonstrate critical thinking skills in the correct use of the 3M Encoders to assigned the correct diagnosis and procedure codes to given diagnoses and procedures.

**Assessment:** The assessment will be done in a test that shows the correct assignment of codes using the 3M Encoder and the printed versions of the ICD-10-CM and ICD-10-PCS systems.

**Target:** At least 90% of the student will score 75% or higher on the assessment.

**Technical Support:**

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|-----------------------------|--|
| Email Support:              | <a href="mailto:helpdesk@coastalbend.edu">helpdesk@coastalbend.edu</a><br><a href="mailto:cabrigo@coastalbend.edu">cabrigo@coastalbend.edu</a><br><a href="mailto:ycharles@coastalbend.edu">ycharles@coastalbend.edu</a> |
| Telephone Support:          | <b>866-722-2838 ext. 2508 (Toll Free)</b><br><b>361.354.2508 (Direct Line)</b>   |
| <a href="#">Live Chat</a> : | <b>Fall/Spring Hours: Monday-Thursday 8 a.m. to 8 p.m.; Friday 8 a.m. to 5 p.m.</b><br><b>Summer Hours: Monday-Thursday 7 a.m. to 6 p.m.</b>   |

**Tutoring Services:** Coastal Bend College offers free tutoring services to all CBC students who need academic assistance. Services include One-on-One, Group, and Online tutoring to all current CBC students. The Tutoring Coordinator's office is at CBC-Beeville in the Student Success Center (SSC), Room 140 which is in the R.W. Dirks building. The SSC's hours of operation are Monday -Thursday from 8 am – 8 pm. Tutoring services are also available at all the CBC site locations and students can visit the site's SSC. For questions regarding tutoring services, please contact the CBC Tutoring Coordinator at (361) 354-2838 ext. 2578 or visit us at our website at: <http://coastalbend.edu/tutoring/>.

| Beeville  | Alice   | Kingsville  | Pleasanton  |
|---|---|---|---|
| <b>3800 Charco Road</b><br><b>Beeville, TX 78102</b><br><b>1-866-722-2838</b> | 704 Coyote Trail<br>Alice, TX 78332<br>1-866-891-2981 | 1814 Brahma Blvd.<br>Kingsville, TX 78363<br>1-866-262-1615 | 1411 Bensdale<br>Pleasanton, TX 78064<br>1-866-361-4222 |

**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.- 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours.) For locations and hours of CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page links below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

Online Catalog : <http://lrc.coastalbend.edu/catalog>

Library Website: <http://lrc.coastalbend.edu/about>

Hours and Locations: <http://lrc.coastalbend.edu/hours>

Pleasanton Public Library: <https://pleasanton.biblionix.com/>

115 N. Main St., Pleasanton, TX 78064



Monday – Friday 9:00 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at [www.coastalbend.edu/finaid](http://www.coastalbend.edu/finaid) or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5 (*THECB 60x30TX compliance.*)

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GA \(Legal\)](#)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Student Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Disability Services (SSB 4.104, 471-6259). For more information contact (361) 354-2300.

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies [FLB \(Local\)](#) and [FM \(Local\)](#). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

**Use of E-mail for Official Correspondence to students:** All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical. CBC email format: last name with last four digits of social security number [@study.coastalbend.edu](mailto:@study.coastalbend.edu) and password is your student ID (ex. [cougar1234@study.coastalbend.edu](mailto:cougar1234@study.coastalbend.edu)).

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the



infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu).

**NOTE:** The College website ([www.coastalbend.edu](http://www.coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.