**CRS 111 Basic Coding**

**Course Information**

Instructor: Rick Durling, CPC, CPC-I, CMA

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Office Phone: 541-259-5769

[Instructor Schedule/Office Hours](https://docs.google.com/spreadsheets/d/1UzWtlQM1vZzGAZYxvIZbDSxWgxaARYKH53m2WA5N6qs/edit?usp=sharing)

Class Location/Time: LC 207 / T/Th 1000-1120

**Required Text and Workbook**: Medical Coding Training, AAPC, 2018.

**Required Reference Manuals**: 2018 Physician Coding Bundle: 2018 CPT Manual, 2018 ICD-10-CM (volumes I and II only), and 2018 HCPCS Manual.

\*The Medical Coding Training books from AAPC are available in the bookstore.

\*The 2018 Physician Coding Bundle is most readily available online to purchase through the AAPC. If you plan to take the national coding exam in June you will need these manuals to sit for the test. You will also need to join the AAPC.

My suggestion would be to join now as a student at a large discount which also entitles you to a discount on the coding bundle of manuals. Visit [AAPC.COM](https://www.aapc.com/) for more information.

**Course Responsibilities**

[Schedule of Student Responsibilities](https://docs.google.com/spreadsheets/d/1hD6WIqNRjXY9tY5GeEa26wPyCUwaHtnps2tsTmphUxc/edit?usp=sharing)

A portion of this course will be taught in an online environment on

LBCC’s e-learning package called Moodle. If you will be unable to use the

resources of Moodle either at home, or here on campus, you should notify

your instructor immediately.

**Course Outcomes**

Upon successful completion of this course, the student will be able to

research and utilize basic procedural and diagnostic codes. Students

will be able to identify these codes from a variety of source documents

including, charts, operative notes, E&M records, etc.

**Themes**

Students will focus on themes such as medical necessity, indexing, cross-

referencing, specificity, verification, and routine.

**Concepts**

Speed, accuracy, attention to detail, and report techniques will be common concepts in this course.

**Issues**

Your presence and/or participation is fundamental to meeting the course objectives. Writing Skills, Penmanship, Command of Spoken and Written English, Attendance, Basic Math. This class has a large ONLINE component. If you are uncomfortable with doing work online, please see me ASAP for assistance. Instructions for online activity must be followed perfectly to avoid mistakes that could cost you points. Claims Processing (taught in CRS 110), differentiating between insurance styles, knowledge of the insurance rules, Spelling, Test Taking

**Assessment - 250 Points Total**

Homework 10 5 pts each 50 points

Competencies 10 5 pts each 50 points

Quizzes 9 10 pts each 90 points

Final Exam 1 60 pts 60 points

225 pts = A, 200 pts = B, 175 pts = C, 150 pts = D, <150 pts = F

**Assignments**

[Schedule of Student Responsibilities](https://docs.google.com/spreadsheets/d/1hD6WIqNRjXY9tY5GeEa26wPyCUwaHtnps2tsTmphUxc/edit?usp=sharing)

Homework and competency assessments are all due by 0800 on Sunday morning, following the week they are assigned. The final exam will be taken online and due Tuesday morning of finals week by 0800.

* Please review the department [rules and policies](https://docs.google.com/document/d/1nEogRRc18XxTGP1lwO8AtEhPUsqcJ6-r_FVPabAqtq0/edit?usp=sharing) regarding late work, academic honesty, etc.

**Quizzes**

Short quizzes designed for you to check your progress in understanding the material for the course. Quizzes, which must be taken according to the schedule of student responsibilities, are timed to give you ample ability to complete; however they do have time limits to make you aware of the “timed” nature of the national exam. Quizzes cannot be taken after their deadline. According to department policy, there are no retakes allowable for quizzes or the final exam. If you feel strongly that you should have another opportunity, please feel free to contact our department chair, Kathy Durling to petition.

**LBCC/Course Academic Dishonesty Policy**

Students at LBCC are responsible for pursuing their studies with honesty

and fairness. Acts of academic dishonesty, including such activities

as plagiarism or cheating, are regarded by the college as very serious

offenses. An instructor has the right to issue an “F” grade for the course

in which the instructor believes the student has cheated or plagiarized

and should report all acts of dishonesty to the Assistant Dean of Student

Services. Students are encouraged to ask the Writing Desk for a copy of

“What’s Plagiarism and How Can you Avoid It?” and to be familiar with

“Students’ Rights, Responsibilities, and Conduct.” LBCC Comprehensive Statement of Nondiscrimination

**Non-Discrimination Policy**

LBCC maintains a policy of nondiscrimination and equal opportunity in

employment and admissions, without regard to race, color, sex, marital

and/or parental status, religion, national origin, age, mental or physical

disability, Vietnam era, or veteran status.

(See Administrative Rule No. E029 and Board Policy Series No. 6090.)

.(for further information http://po.linnbenton.edu/BPsandARs/

**For Students with Disabilities**

Students who may need accommodations due to documented disabilities,

or who have medical information which the instructor should know, or

who need special arrangements in an emergency, should speak with

the instructor during the first week of class. If you believe you may need

accommodation services, please contact ODS, 917-4789. If you have

documented your disability, remember that you must make your request for accommodations through the ODS Online Services web page every term, in order to receive accommodations.

For further information contact the Disability Coordinator at Linn-Benton

Community College, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon

97321, Phone (541)-917-4690 or via Oregon Telecommunications Relay

TTD at 1-800-735-2900 or 1-800-735-1232."

This course is designed to meet the following standards of the AAMA, AAPC, LBCC Medical Assistant Program, and LBCC CRS Program:

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| IX.A.1 | Utilize tactful communication skills with medical providers to ensure accurate code selection |
| IX.C.1 | Describe how to use the most current procedural coding system. |
| IX.C.2 | Describe how to use the most current diagnostic coding classification system |
| IX.C.3 | Describe how to use the most current HCPCS level II coding system |
| IX.C.4.a | Discuss the effects of: upcoding |
| IX.C.4.b | Discuss the effects of: downcoding |
| IX.C.5 | Define medical necessity as it applies to procedural and diagnostic coding |
| IX.P.1 | Perform procedural coding |
| IX.P.2 | Perform diagnostic coding |
| IX.P.3 | Utilize medical necessity guidelines |
| P10 | Demonstrate E&M Coding: HPI |
| P11 | Demonstrate E&M Coding: ROS |
| P12 | Demonstrate E&M Coding: PFSH |
| P13 | Demonstrate E&M Coding: Exam |
| P14 | Demonstrate E&M Coding: Diagnosis / MTO |
| P15 | Demonstrate E&M Coding: Data |
| P16 | Demonstrate E&M Coding: Risk |
| P17 | Demonstrate E&M Coding: Overall E&M Code |
| P18 | Describe coding compliance: Medicare |
| P19 | List all governmental and proprietary agencies governing the coding practice and profession |
| P20 | List and describe coding compliance: Meaningful Use (specific measures for which coders may be accountable) |