



MEDICAL CODING

PROFESSOR

Gina is a part-time Independent Consultant and full-time Compliance Manager at Central Maine Healthcare. Prior to joining CMHC, she was the Internal Audit Director at Maine General Health. Gina worked as a Senior Manager Consultant at BNN's healthcare management consulting practice, specializing in medical billing and coding education, provider education, chart auditing, billing compliance, provider-based practices and billing, and chargemaster reviews.

Gina has over 30 years of healthcare experience, including managing billing compliance and medical audit functions, and conducting educational sessions for a major New England hospital system. She was also previously employed as the director of the Coding Center, which provided chart auditing services, on-site coding education programs, and coding certification courses.

CONTACT INFORMATION

E-mail: ghobert@lakewood.edu
Cell Phone: 800-517-0857 X 747

ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewood.edu

BOOKS AND RESOURCES

Buck, Carol J. Step-by-Step Medical Coding. 1st ed. Elsevier, 2023

Buck, Carol J. Workbook for Step-by-Step Medical Coding. 1st ed. Elsevier, 2023

AACP. ICD-10-CM Code Book. AACP, 2021

AACP. HCPCS Level II Expert 2021. AACP, 2021

AMA. AMA CPT® Professional. AMA, 2021

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.
Course Requirement Summary

- Assignments - Total of 140 Points
- Weekly discussion forums-Total of 80 Points
- Lesson Test - 1400 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 1670. To determine the final grade, the student's earned points are divided by 1670.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)
B = (80% - 89%)
C = (70% - 79%)
D = (60% - 69%)
F < (Below 60%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none">Medical Terminology and NHA Registration		Complete all activities and tests in lesson	Objective 1
Lesson #2	<ul style="list-style-type: none">Reimbursement, HIPAA, & Compliance	Reimbursement, HIPAA, & Compliance Reading: Chapter 1 Assignment #1 Forum #1 - Medicare Fraud Test #1	Complete all activities and tests in lesson	Objective 1 Objective 2
Lesson #3	<ul style="list-style-type: none">An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines	An Overview of ICD-10-CM & ICD-10-CM Outpatient Coding & Reporting Guidelines Reading: Chapters 2-3 Assignment #2 Forum #2 – ICD-10 Excludes Notes Test #2	Complete all activities and tests in lesson	Objective 3 Objective 4 Objective 5
Lesson #4	<ul style="list-style-type: none">Using ICD-10-CM	Using ICD-10-CM Reading: Chapters 4-5 Assignment #3 Forum #3 – Assigning Codes Test #3	Complete all activities and tests in lesson	Objective 3 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none"> Using ICD-10-CM Continued 	Using ICD-10-CM Continued Reading: Chapters 6-7 Assignment #4 Forum #4 – Circumstances for coding ICD-10 signs and symptoms Test #4	Complete all activities and tests in lesson	Objective 3 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> Introduction to the CPT and Level II National Codes/ Modifiers 	Introduction to the CPT and Level II National Codes/ Modifiers Reading: Chapter 8 -10 Assignment #5 Test #5	Complete all activities and tests in lesson	Objective 3 Objective 4 Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> Evaluation and Management (E/M) Services, Anesthesia/ Surgery Guidelines, and General Surgery 	Anesthesia/Surgery Guidelines and General Surgery Reading: Chapters 12-13 Assignment #6 Forum #5 Consider the Statement Test #6	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #8	<ul style="list-style-type: none"> Integumentary System/ Musculoskeletal System 	Integumentary System/Musculoskeletal System Reading: Chapters 14-15 Assignment #7 Forum #6 – Coding for Different Practices Test #7	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #9	<ul style="list-style-type: none"> Respiratory System/ Cardiovascular System 	Respiratory System/Cardiovascular System Reading: Chapters 16-17 Assignment #8 Test #8	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #10	<ul style="list-style-type: none"> Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive 	Hemic, Lymphatic, Mediastinum, and Diaphragm/Digestive Reading: Chapters 18-19 Assignment #9 Test #9	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #11	<ul style="list-style-type: none"> Urinary and Male Genital Systems/ Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery 	Urinary and Male Genital Systems/ Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery Reading: Chapters 20-21 Assignment #10 Forum #7 – Global Pregnancy Period Test #10	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #12				Objective 6

• Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope	Endocrine and Nervous Systems/Eye, Ocular, Adnexa, Auditory, and Operating Microscope Reading: Chapter 22-23 Assignment #11 Test #11	Complete all activities and tests in lesson	Objective 7
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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #13	• Radiology /Pathology/ Laboratory	Radiology/Pathology/Laboratory Reading: Chapters 24-25 Assignment #12 Test #12	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #14	• Medicine	Medicine Reading: Chapter 26 Assignment #13 Test #13	Complete all activities and tests in lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #15	• Inpatient Coding	Inpatient Coding Reading: Chapter 27 Assignment #14 Forum #7 – Course Experience Test #14	Complete all activities and tests in lesson	Objective 2

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #16		Final Exam	Final Exam

DESCRIPTION

Lakewood University's Medical Coding program is to provide a comprehensive understanding of medical coding and its components. This program covers many topics including navigating the International Classification of Disease, ICD-10-CM, Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding Systems (HCPCS). This program will also take students through a series of individual coding cases that will require them to use all three coding books for individual body systems.

Program Objectives

1. Describe the difference between Medicare Part A, B, C, and D
2. Locate and translate regulatory rules and regulations as they apply to medical billing and coding
3. Recognize and describe the structure of an ICD-10-CM code
4. Demonstrate the ability to navigate the layout of the ICD-10-CM, CPT, & HCPCS manuals
5. Describe the layout and guidelines of the ICD-10, CPT, & HCPCS manuals
6. Illustrate ability to abstract diagnostic statements from the medical record and differentiate between main and modifying terms and subterms in the coding manuals.
7. Choose diagnoses and procedures using the ICD-10, CPT, & HCPCS manuals, following chapter-specific guidelines.

OBJECTIVES

1. Describe the difference between Medicare Part A, B, C, and D
2. Locate and translate regulatory rules and regulations as they apply to medical billing and coding
3. Describe the structure of an ICD-10-CM code

4. **Demonstrate the ability to navigate the layout of the ICD-10-CM, CPT, & HCPCS manuals**
5. **Recognize and describe the layout and guidelines of the ICD-10, CPT, & HCPCS manuals**
6. **Illustrate ability to abstract diagnostic statements from the medical record and differentiate between main and modifying terms and subterms in the coding manuals.**
7. **Choose diagnoses and procedures using the ICD-10, CPT, & HCPCS manuals, following chapter-specific guidelines.**