

**Student Course Syllabus
Bergen Community College
Division of Science and Health
Medical Office Assistant Program**

COURSE NUMBER/TITLE: MOA 201 – Diagnostic and Procedural Coding

PREREQUISITE: MOA 140 – Medical Terminology

COURSE DESCRIPTION/GENERAL PURPOSE: Students will develop competence in coding symptoms, diagnoses, and procedures for data collection and processing. Federal regulations and guidelines will be followed for proper sequencing of diagnoses and processing activities. During the laboratory component of the course, students will develop skills and competencies to perform coding procedures through both manual and computer-based methods.

OBJECTIVES: At the completion of this course, students will be able to:

1. apply coding principles to abbreviations, punctuation, symbols, and other notations.
2. match basic disorders and procedures for the various body systems
3. code uncomplicated diagnoses accurately
4. code procedures performed using CPT methodology
5. apply components of a patient's medical record used for accurate coding
6. optimize billing reimbursement procedures to the highest level

REQUIRED TEXTS:

1. ICD-10-CM, Volumes 1 and 2. Most recent year published.
2. Physicians' Current Procedural Terminology,
Most recent year published
American Medical Association

****NOTE:** Each student **must** purchase these specific texts, available in the College Bookstore. These texts **cannot** be shared with other students, nor are alternative texts from other publishers acceptable.

COURSE CONTENT:

1. General medical and coding terminology and specific terms for body structure, roots, prefixes and suffixes

2. Causes of disease and neoplasms
3. Introduction to ICD-10-CM coding, including characteristics, conventions, and sequencing
4. Introduction to CPT coding with guidelines for coding procedures
5. Congenital diseases
6. Urinary system and male/female reproductive system diseases
7. Digestive system diseases
8. Respiratory and Cardiovascular systems
9. Nervous system diseases
10. Integumentary and musculoskeletal systems
11. Eye and ear diseases
12. Surgery
13. Specific coding principles relating to injuries, late effects, complications, and poisoning
14. Identification and avoidance of coding errors

EVALUATION:

Final grades will be based on the following criteria:

1. tests on ICD-10-CM-coding procedures
2. tests on CPT coding procedures
3. competency coding
4. final examination Mandatory

Final Grade Evaluation:

% of Points Earned: Grade:

90% to 100%	A
86% to 89.9%	B+
80% to 85.9%	B
76% to 79.9%	C+
70% to 75.9%	C
0% to 69.9%	F

All tests and competencies will be averaged for final grade.

Competencies

Competencies are performed for either a grade which is determined and explained to the student prior or for a pass/fail determination by the instructor.

Test Policy:

There are no make -up tests.

The lowest grade will be dropped. If student misses a test or competency, that is the student's dropped grade and must attend all future tests and competency dates. Final Examination is mandatory and will be averaged for a grade.

Attendance: Students are required to attend 90% of class time. If student falls below 90% of time their grade will be lowered 10%. Students should contact instructor if they are having difficulty with attendance and supply instructor with documentation of missing class time.

Students who are late for 5 classes will be considered as 1 absent class.

Technology Policy:

If technology is not part of the classroom learning then it cannot be used. Cell phones are prohibited.

