

**BERGEN COMMUNITY COLLEGE  
DIVISION OF HEALTH PROFESSIONS  
MEDICAL OFFICE ASSISTANT PROGRAM**

Course Syllabus

MOA201 Diagnostic and Procedural Coding

**Semester and year:**

**Course Number:** MOA-201

**Meeting Times and Locations:**

**Instructor:**

**Office Number:**

**Course Description**

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.

<b>Credits:</b> 4	6 Hours	Lecture:	3 hours	Total Clock Hours 90
		Laboratory:	3 hours	

**Prerequisite:** MOA140 Medical Terminology

**REQUIRED TEXTS:**

Bucks Step by Step Medical Coding Current Edition with Evolve Access

**Student Learning Outcomes**

Upon successful completion of this course, the student 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

## **Means of Assessment**

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 of ICD and CPT sections
4. final examination

## **Course Content**

1. Introduction:
  - a. General medical and coding terminology
  - b. ICD-10-CM coding, including characteristics, conventions, and sequencing
  - c. Coding source documents
  - d. Purposes of Coding
  - e. Components of the ICD book
  - f. Procedure of coding ICD
2. Infectious and Parasitic Disease
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
3. Diseases of the Blood and Blood forming organs
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
4. Diseases of the Digestive System
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
5. Diseases of the Genitourinary System
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
6. Causes of disease and neoplasms
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
7. Disease of the Musculoskeletal System and connective tissue
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter

8. Diseases of the Respiratory System
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
9. Diseases of the Circulatory System
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
10. Pregnancy, Childbirth, and the Puerperium  
Newborn and Congenital disorders
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
11. Trauma / Poisoning
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
12. External Causes of Morbidity
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
13. Factors Influencing health Status
  - a. Terminology
  - b. Rules and Regulations of coding chapter
  - c. Main terminology to code chapter
  
14. Introduction to CPT Coding
  - a. Terminology
  - b. CPT coding, including characteristics, conventions, and sequencing
  - c. Components of the CPT book
  - d. Procedure of CPT coding
  - e. CPT Modifiers
  
15. Evaluation and Management Section
  - a. Type and Place of Service
  - b. Documentation for CPT coding
  - c. Factors for Evaluation and Management Coding
  - d. Clinical Examples
  
16. Anesthesia Section
  - a. Documentation for billing

b. Factors, Time, Units, Modifying circumstances

17. Surgery Section

- a. General surgery rules
- b. Digestive System
- c. Urinary System
- d. Respiratory System
- e. Integumentary System
- f. Endocrine
- g. Nervous System
- h. Cardiovascular System
- i. Male Genital System
- j. Intersex, Laparoscopy
- k. Female Genital, and Maternity System
- m. Main terminology to code section

18. Radiology Section

- a. Diagnostic Radiology
- b. Diagnostic Ultrasound
- c. Radiation Oncology
- d. Nuclear Medicine

19. Pathology and Laboratory Section

- a. Panel Codes
- b. Qualitative and Quantitate tests

20. Medicine Section

- a. Diagnostic testing
- b. Therapeutic testing
- c. Special reporting

21. PRO's- Peer Review Organization

22. HCPC Coding

- a. 3 Levels of codes
- c. CMS, Center of Medicare and Medicaid Services

### **Final Grade Evaluation:**

<b>% of Points Earned:</b>	<b>Grade:</b>
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

Coding Competencies and Assignments	30%
Attendance	10%
Assessments including Final Exam	60%

### **Academic Integrity Policy**

Academic dishonesty is a serious violation of BCC policy and personal ethics and will be treated as such if the reason for suspicion should arise. Students should be careful to avoid plagiarism, falsification, and compliance. Academic integrity is vital to an academic community and for fair evaluation of student assessments. All assessments submitted must be your own, completed in accordance with the college's academic policies and student code of conduct. You may not engage in unauthorized collaboration or make use of any artificial intelligence (AI) composition systems. Academic dishonesty also includes cheating on examinations. Refer to the BCC student code of conduct, student handbook for additional information, and the statement on plagiarism.

(<https://catalog.bergen.edu/content.php?catoid=4&navoid=163#academic-dishonesty>)

### **BCC Attendance Policy**

All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor for administrative and counseling purposes.

### **Information on Academic and Support Services**

<http://bergen.smartcatalogiq.com/en/2012-2021/CatalogLinks> to an external site.

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems or concerns or questions should be directed to the course instructor or the student's advisor.

## **Accommodations for Disabilities**

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any students who feels he or she may need an accommodation based on a disability should contact the Office of Special Services.

Americans with Disabilities Act: Students who require accommodations by the Americans with Disabilities Act (ADA) can request support services from the The Office of Specialized Services of Bergen Community College 201/612-5270 or 5269 or via e mail at [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu).

## **Mental Health and Well Being**

Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn about the confidential mental health services available on campus via the Health and Wellness Center.

## **Available Online and On Campus Resources**

Library – <https://bergen.edu/library/>

Academic Support – <https://bergen.edu/academics/pathway-scholars-program/academic-support>

The Writing Center and Tutoring Center – L125  
<https://bergen.edu/tutoring/writingcenter/>

Online Writing Lab (OWL) [www.owl.english.perdue](http://www.owl.english.perdue)

Free Time Computer Labs <https://bergen.edu/technologyassistance/computerlabavailability/>

Center for Student Success A-118 (Academic, Career, International and Transfer Counselors)  
<https://bergen.edu/center-for-student-success/>

Personal Counseling HS 100  
<https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling/>

Instructors retain the right to revise the course syllabus as needed.

## Course Outline

Week 1	Chapter 1 Reimbursement, HIPAA, and Compliance
Week 2	Chapter 2 An Overview of ICD-10-CM Chapter 3 ICD-10-CM Outpatient Coding and Reporting Guidelines
Week 3	Chapter 4 Using ICD-10-CM Chapter 5 Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)
Week 4	Chapter 6 Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14) Chapter 7 Chapter-Specific Guidelines (ICD-10-CM Chapters 15-22)
Week 5	ICD 10 CM Exam
Week 6	Chapter 8 Introduction to CPT Chapter 9 Introduction to the Level II National Codes (HCPCS) Chapter 10 Modifiers
Week 7	Chapter 11 Evaluation and Management (E/M) Services
Week 8	Chapter 12 Anesthesia Chapter 13 Surgery Guidelines and General Surgery
Week 9	Chapter 14 Integumentary System Chapter 15 Musculoskeletal System
Week 10	Chapter 16 Respiratory System Chapter 17 Cardiovascular System
Week 11	Chapter 18 Hemic, Lymphatic, Mediastinum, and Diaphragm Chapter 19 Digestive System
Week 12	Chapter 20 Urinary and Male Genital Systems Chapter 21 Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
Week 13	Chapter 22 Endocrine and Nervous Systems Chapter 23 Eye, Ocular Adnexa, and Auditory Chapter 24 Radiology Chapter 25 Pathology/Laboratory Chapter 26 Medicine
Week 14	CPT Exam
Week 15	Cumulative Final Exam