



Basic Diagnostic Coding Systems

Syllabus

Required Texts



eBook: MindTap for: Green, M.A. *3-2-1 code it!* 11th ed. (2023). Cengage Learning.

ISBN: 9780357764022

Important Note: You will need to keep the codebook from this course for use in future courses. Download the book to your computer to have perpetual and offline access.



ICD-10-CM 2022: The Complete Official Codebook with guidelines. (2023). American Medical Association. ISBN: 9781640162228 (Print version)

This book will be mailed to you as a print version. Keep this book for your future courses.

Course Description

This course offers an introduction to medical coding and billing in the medical practice. This course covers the basis of coding and billing issues including diagnosis, ICD-10-CM, current procedure coding, and coding compliance. This course introduces student to ethics, legal aspects, and anatomy and physiology. This course also explains the ICD-10 Procedure Coding Systems (PCS). Basic Diagnostic Coding Systems will be using an interactive learning platform throughout the course. This course provides students with access to the National Healthcareer Association (NHA) portal used to practice, prepare, and sit for the Billing and Coding Certification Exam.

Course Objectives

- Explore the organization of the ICD-10CM Tabular List and Index of Diseases and Injuries.
- Demonstrate the validity of the ICD-10-CM Index and Tabular for correct code selection.
- Expand on ICD-10-CM guidelines for coding and reporting.
- Model ICD-10-CM accurate coding conventions of diagnosis codes.
- Apply introductory knowledge of ICD-10 PCS coding.
- Explore content and practice tests from the NHA platform in preparation for the CBCS exam in the Capstone course.

Credit Hours: 3

Prerequisites: HP114

Testing

This is a proctored course. Distance Education Accrediting Commission (DEAC) requires validation “that the student who takes the examination is the same person who enrolled in the program and that the examination results will reflect the student’s own knowledge and competence in accordance with stated learning outcomes.” (Retrieved August 24, 2018, from the [2018 DEAC Accreditation Handbook](#), page 80). The University of Arkansas Grantham utilizes the services of ProctorU to meet this requirement.

Proctored Exam Information

This course includes a proctored exam. [Register to take your exam](#). You may register for and schedule your exam at any time after the course start date. To take the proctored exam you must:

- Have a webcam
- Provide a valid picture i.d. to the proctor before the exam starts
- Use a computer that will allow a live proctor from ProctorU (a third party) to temporarily take control of your computer
- The test must be scheduled at least 72 hours prior to the time you plan on completing the exam or there will be a fee paid directly to ProctorU (credit card or debit card only)
- Take the exam in a room with no other people, distractions, or interferences
- Review these three links: [ProctorU – Getting Started \(PDF\)](#), [ProctorU – How it Works \(PDF\)](#), [Exam Rules](#)

Note: If you do not attempt the Proctored Exam, you will be unable to access assignments and exams for all weeks following the Proctored Exam, essentially resulting in a failing grade for the course. To unlock assignments and exams in future weeks, schedule and complete your Proctored Exam in a timely manner.

Tentative Course Schedule

Course Week	Weekly Content
Week 1: Coding Overview	<ul style="list-style-type: none">• Read Chapter 1 Overview of Coding• Review W1 Lectures and Watch Videos• Review Slideshows for Chapter 1• Flashcards Chapter 1• Discussions Introductions and Explore the Contents of the ICD-10-CM Coding Manual• MindTap Coding Assignment• MindTap Quiz• Complete NHA Certificate Study Work – Study Guide 3.0

Course Week	Weekly Content
Week 2: Coding Conventions (Part 1)	<ul style="list-style-type: none"> • Chapter 2 Introduction to ICD-10 CM Coding and Conventions • Review W2 Lectures and Watch included videos • Review Chapter 2 Slideshow (1-28) • Flashcards Chapter 2 (38 cards) • Discussion Professional Billers and Coders • MindTap Coding Assignment • MindTap Quiz • Complete NHA Certificate Study Work
Week 3: Coding Conventions (Part 2)	<ul style="list-style-type: none"> • Chapter 2 Introduction to Coding Conventions • Review W3 Lectures and watch included videos • Flashcards Chapter 2 (remaining cards) • Review Chapter 2 Slideshow (29-56) • Discussion Unspecified” Codes • MindTap Coding Assignment • MindTap Quiz • Career Corner Assignment • Complete Certificate Study Work
Week 4: Diagnosis Coding: Infectious Diseases, Neoplasms and Blood Disorders	<ul style="list-style-type: none"> • Chapter 3 Specific Coding Guidelines ICD-10-CM Chapter 1-10 • Review W4 Lectures and included videos • Review Chapter 4 Slideshow (1-20) • Flashcards (7 cards) • Discussion Tumor • MindTap Coding Assignment • MindTap Quiz • Complete NHA Certificate Study Work • Proctored Exam

Course Week	Weekly Content
Week 5: Endocrine, Mental Health, Nervous System, Eye, Ear, Circulatory, Respiratory, and Digestive System	<ul style="list-style-type: none"> • Chapter 3 Specific Coding Guidelines ICD-10-CM Chapter 1-10 • Review W5 Lectures and included videos • Flashcards (complete remaining cards) • Review Ch 3 Slideshow (21-41) • Discussion Managing Asthma • MindTap Coding Assignment • MindTap Quiz • Complete NHA Certificate Study Work
Week 6: Skin, Musculoskeletal, Genitourinary, Pregnancy, Perinatal, and Congenital Abnormalities	<ul style="list-style-type: none"> • Chapter 4 Specific Coding Guidelines ICD-10-CM Chapter 11-22 • Review W6 Lectures and included videos • Review Chapter 4 Slideshow (1-23) • Flashcards Ch 4 (Complete 4 cards) • Discussion High-risk Pregnancy • MindTap Coding Assignment • MindTap Quiz • Complete NHA Certificate Study Work
Week 7: Symptoms, Signs and Abnormal Findings, Injury and Poisoning, External Causes of Morbidity and Factors Influencing Health Status	<ul style="list-style-type: none"> • Chapter 4 Specific Coding Guidelines ICD-10-CM Chapter 11-22 • Review W7 Lectures and watch any included videos • Flashcards (Complete the remaining cards) • Review Chapter 4 Slideshow (24-47) • Discussion External Causes of Morbidity • MindTap Coding Assignment • MindTap Quiz • Career Corner Assignment • Complete NHA Certificate Study Work

Course Week	Weekly Content
Week 8: Introduction to ICD-10-PCS	<ul style="list-style-type: none"> • Chapter 6 Introduction to ICD-10-PCS Coding, Conventions, and Guidelines. • Review W8 Lectures and Watch Videos • Flashcards Chapter 6 • Review Chapter 6 Slideshow • Discussion Review and Reflection • Practice Assignment: What's Missing from this note? • MindTap Coding Assignment • MindTap Quiz • Complete Certificate Study Work

Grading Policy

Grading Category	Grade Weight
Discussions	45%
Assignments	40%
Quizzes	5%
Proctored Exam	5%
Certificate and Career Corner	5%

Estimated Student Workload

The following table outlines the academic effort required by students to become successful in this course. While the times in the table are hourly approximations, it is presented to help students with their time management. Please note, depending on the student's background knowledge and experience of the course subject, and an individual student's academic capabilities, these times will vary.

Course Week	Activity and Time Required
Week 1	<ul style="list-style-type: none">• Reading/Watching: 3.4• Discussion: 3.0• Homework: 8.0• Total Time Estimated: 14.4
Week 2	<ul style="list-style-type: none">• Reading/Watching: 4.6• Discussion: 3.0• Homework: 6.0• Total Time Estimated: 13.6
Week 3	<ul style="list-style-type: none">• Reading/Watching: 3.4• Discussion: 3.0• Homework: 6.0• Total Time Estimated: 12.4
Week 4	<ul style="list-style-type: none">• Reading/Watching: 6.0• Discussion: 3.0• Homework: 6.0• Total Time Estimated: 17.0
Week 5	<ul style="list-style-type: none">• Reading/Watching: 3.3• Discussion: 3.0• Homework: 9.8• Total Time Estimated: 16.0
Week 6	<ul style="list-style-type: none">• Reading/Watching: 3.5• Discussion: 5.0• Homework: 6.0• Total Time Estimated: 14.5
Week 7	<ul style="list-style-type: none">• Reading/Watching: 4.9• Discussion: 3.0• Homework: 8.0• Total Time Estimated: 15.9
Week 8	<ul style="list-style-type: none">• Reading/Watching: 2.0• Discussion: 3.0• Homework: 30.0• Total Time Estimated: 35.0