MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
HSMB 200 – MEDICAL TERMINOLOGY & CODING CLASSIFICATION

Created by: Jennie Flanagan

Updated by:

School of Business and Liberal Arts

Department: Business

Semester/Year: FALL 2019
A. **TITLE:** Medical Terminology & Coding Classifications

B. **COURSE NUMBER:** HSMB-200

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

   - # Credit Hours: 3
   - # Lecture Hours: 3 per week
   - # Lab Hours: 0 per week
   - Other: 0 per week

   **Course Length:** 15 Weeks

D. **WRITING INTENSIVE COURSE:** Yes ☐ No ☒

E. **GER CATEGORY:** None: ☒ Yes: GER
   
   *If course satisfies more than one:* GER

F. **SEMESTER(S) OFFERED:** Fall ☐ Spring ☒ Fall & Spring ☐

G. **COURSE DESCRIPTION:**

   This course provides the student with an opportunity to learn the language of medical terminology and how it correlates with United States coding classification systems. Medical terminology will be presented by body system, integrating diseases affecting each body system type. The Students learn the basics of the ICD-9 and ICD-10 medical coding classification systems to better understand the impact on the financial status of the department and/or healthcare organization.

H. **PRE-REQUISITES:** None ☐ Yes ☒ If yes, list below:

   HSMB 101- Introduction to Healthcare Management or permission of instructor

   **CO-REQUISITES:** None ☒ Yes ☐ If yes, list below:
I. **STUDENT LEARNING OUTCOMES:** *(see key below)*

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
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<tr>
<td>1. Identify and define medical terms and anatomy related to diseases of the body systems as designed around the ICD-9 and ICD-10 classification system.</td>
<td>Demonstrate effective oral and written communication skills.</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>W Subsets Subsets Subsets</td>
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<td>2. Summarize the history of the medical coding classification system for specific insurances in the U.S. Healthcare system and the transition from ICD-9 to ICD-10.</td>
<td>Demonstrate an understanding of healthcare financial management..</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets</td>
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<td>3. Discuss the legal, ethical and regulatory requirements related to medical record coding and billing.</td>
<td>Demonstrate how to apply state and federal healthcare policies.</td>
<td>4-Soc Respons ISLO ISLO</td>
<td>ER GL Subsets Subsets</td>
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<td>4. Describe the education, role and scope of practice of the medical coder and as a healthcare leader overseeing a clinical department within a healthcare organization that codes medial records for the purposes of billing insurance payers.</td>
<td>Describe the framework in which healthcare services are produced, coordinated, and reimburse.</td>
<td>1-Comm Skills ISLO ISLO</td>
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<td>KEY</td>
<td>Institutional Student Learning Outcomes [ISLO 1 – 5]</td>
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<td>ISLO #</td>
<td>ISLO &amp; Subsets</td>
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</table>
| 1 | Communication Skills  
Oral [O], Written [W] |
| 2 | Critical Thinking  
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3 | Foundational Skills  
Information Management [IM], Quantitative Lit./Reasoning [QTR] |
| 4 | Social Responsibility  
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T] |
| 5 | Industry, Professional, Discipline Specific Knowledge and Skills |

*Include program objectives if applicable. Please consult with Program Coordinator*
J. **APPLIED LEARNING COMPONENT:** Yes [ ] No [X]

If YES, select one or more of the following categories:

- [ ] Classroom/Lab
- [ ] Internship
- [ ] Clinical Placement
- [ ] Practicum
- [ ] Service Learning
- [ ] Community Service
- [ ] Civic Engagement
- [ ] Creative Works/Senior Project
- [ ] Research
- [ ] Entrepreneurship (program, class, project)

K. **TEXTS:**


Textbooks are mandatory for this class.

L. **REFERENCES:**


M. **EQUIPMENT:** None [X] Needed:

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Discussion forum, My Medical Terminology Lab, assignments, quizzes and exams will be used to evaluate student learning.

P. **DETAILED COURSE OUTLINE:**

1. Introduction to medical terminology
   a) Overview
b) Foundation of medical terms
c) Learning of a new language
d) Basic word components
e) Interpreting of medical terms
f) Abbreviations and acronyms
g) Elements of the medical record

2. Medical terminology by body system and disease correlation
   a) Body system review per chapter per week(s)
   b) Specific body system disease terminology
   c) Interpreting and pronouncing of medical terms by body system or disease process
   d) Procedures and pharmacology per body system
   e) Anatomy and physiology (basic foundation)

3. Introduction to the insurance payers of healthcare/coding requirements
   a) Types of payers to healthcare organizations
      1. Medicare, Medicaid, commercial, charity and self-pay
      2. Past, present and future distribution of revenue
   b) History of government based insurance plans
   c) Third party auditors

4. Medical Coding Classification System
   a) Introduction to medical coding classification systems
   b) History of medical coding classification systems
   c) Types of sub-classifications under ICD coding
   d) Medical terminology impacting the coding of medical records
   e) Resources for coding medical records
   f) Queries to physicians
   g) Auditing of coded medical records

5. Regulatory, Legal and Ethical Issues
   a) Legal and ethical issues in medical record coding
   b) Federal and state regulations
   c) Fraud and abuse statutes

6. Opportunities in the field of medical record coding
   a) Coding Certifications
   b) Out-sourcing versus in-house staffing
   c) Job opportunities

Q. LABORATORY OUTLINE: None ☒ Yes ☐