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Date Reviewed: May 2024  
C & GE Approved: May 2024  
Board Approved: June 2024  
Semester Effective: Fall 2025

Medical Assisting (MEDA) 1107 Basic ICD and CPT Coding (1 Unit)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Unit Calculations:

16 hours lecture. 32 Outside-of-class hours (64 Total Student Learning Hours) 1 Unit

Catalog Description: Students will also be introduced to the theory and procedure of accurate and legal coding for medical procedures. Students develop practical skills for accurate International Classification of Diseases (ICD)-10 code assignment and proficiency using the ICD-10 manual as well as Current Procedural Terminology (CPT) coding.

Type of Class/Course: Degree Credit

Text: Booth, Kathryn A., et al. *Medical Assisting: Administrative and Clinical Procedures*. 8th ed., McGraw Hill, 2023.

Bonewit-West, K. *Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures*. 4th ed., Saunders, 2021.

Course Objectives:

At the end of the course, a successful student will be able to

1. Recognize and describe the significance of medical coding to healthcare delivery and reimbursement systems.
2. Assess medical record and billing for the purpose of identifying services.
3. Identify both main and sub terms for procedural terms and descriptors.
4. Assign appropriate codes and specific modifiers as needed to procedures.
5. Understand essential coding symbols, common coding errors, and the significance of unlisted procedures and special report requirements.
6. List guidelines for the use of Current Procedural Terminology (CPT) codes.
7. Outline appropriate health care documentation for coding.
8. Define medical terminology relevant to International Classification of Diseases (ICD)-10 diagnostic and procedural coding.
9. Apply the correct principle or primary diagnosis code per documentation.

Student Learning Outcomes:

1. Demonstrate comprehensive knowledge of the International Classification of Diseases (ICD)-10 and Current Procedural Terminology (CPT) coding systems.

2. Assign ICD-10 and CPT codes to the proper disease, condition or procedure based on documentation from the medical provider.
3. Articulate official coding guidelines based on the ICD-10, CPT, and Healthcare Common Procedure Coding System (HCPCS) systems.
4. Apply multiple coding resources to effectively support accurate code assignments.
5. Outline common coding related careers.

Lecture Content:

Unit I. Introduction to Coding

- A. Current Procedural Terminology (CPT)
- B. Diagnostic Coding (ICD-10)
- C. International Classification of Diseases (ICD)
- D. Healthcare Common Procedure Coding System (HCPCS)
- E. International Classification of Functioning, Disability, and Health (ICF)
- F. Diagnosis Related Groups (DRG)

Unit II. Purpose and Organization of Coding Systems

- A. Role of the CPT Code
- B. Development of the CPT Code
- C. Health Insurance Portability and Accountability Act (HIPAA) and CPT
- D. Level Codes
- E. Category Codes

Unit III. Role of Medical Documentation

- A. What, Why, and How of Clinical Care Delivered to Patients
- B. Defense Against Malpractice
- C. Accurate and Adequate Reimbursement

Unit IV. General Coding Guidelines

- A. Alphabetic Index
- B. Tabular List

Unit V. Specific Code Guidelines

- A. Alphabetic and Tabular List
- B. Format and Structure
- C. Use of Codes for Reporting Purposes
- D. Centers of Disease Control and Prevention (CDC): ICD-10-CM Official Guidelines for Coding and Reporting

Unit VI. Legal Requirements

- A. Regulatory and Reporting Requirements
- B. California Law
- C. Centers for Medicare and Medicaid Service Regulations

Unit VII. CPT coding

- A. Types of CPT Codes
- B. How are CPT codes created and maintained?
- C. CPT Code Applications and Criteria

Unit IIX. HCPCS Coding

- A. HCPCS Coding Format
- B. Level II and Level III Codes
- C. Modifier Coding Format

Unit IX. Coding Careers

- A. Medical Biller
- B. Medical Records Technician
- C. Billing Analyst
- D. Medical Collector
- E. Medical Records Coordinator
- F. Coding Specialist
- G. Coding Educator
- H. Coding Auditor
- I. Lawyer
- J. Clinical Informaticists

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of regular class time doing the following:

- 1. Reading Assignments
- 2. Writing Assignments
- 3. Watch Videos

Methods of Instruction:

- 1. Lecture
- 2. Discussion
- 3. Videos

Methods of Evaluation:

- 1. Exams/Quizzes/Tests
- 2. Projects
- 3. Homework
- 4. Assignments
- 5. Online exercises

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Applicable

Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries