



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**HEALTHCARE CODING PRACTICUM
ALH5249 3 Credit Hours**

Student Level:

This course is open to students on the college level in either the Freshman or Sophomore year.

Catalog Description:

ALH 5249 – Healthcare Coding Practicum (3 hrs)

The student will apply the training received through classroom instruction in an online virtual medical office setting. The student will develop competencies to increase understanding and skills in practical business work and medical coding while guided by the instructor.

Prerequisites:

ALH5240 Current Procedural Terminology (CPT) Coding, and ALH5242 International Classification of Disease (ICD) Coding. Student must also be accepted into the medical coding certificate and/or AAS degree program.

Corequisite:

ALH5241 Reimbursement Methodologies

Controlling Purpose:

This course is designed to help the student apply the training received through classroom and virtual office instruction to a position working in the student’s major field of study. This provides a situation in which the student can build upon and modify basic principles of practical business work guided by the instructor, and the student’s related education.

Learner Outcomes:

Upon completion of the course, the student will develop competencies to increase understanding and skills in practical business work and medical coding while guided by the instructor.

Units Outcomes and Clock Hours of Instruction for Core Curriculum:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

A = All major and minor goals have been achieved and the achievement level is

considerably above the minimum required for doing more advanced work in the same field.

- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: KBOR ALIGNED COMPETENCIES

Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Analyze physician-based setting health records to support patient diagnosis and procedure
						Determine significant diagnoses and procedures
						Assign ICD diagnosis and CPT/HCPCS procedure codes
						Verify ICD diagnosis and CPT/HCPCS procedure codes
						Sequence ICD diagnosis and CPT/HCPCS procedure codes
						Validate data for appropriate reimbursement
						Interact with other ancillary services, healthcare professionals, and necessary customers
						Analyze inpatient and outpatient health records to determine significant patient diagnoses and procedures
						Assign diagnosis and procedure codes to inpatient and outpatient records
						Verify diagnosis and procedure codes to inpatient and outpatient records
						Sequence diagnosis and procedure codes to inpatient and outpatient records
						Validate inpatient and outpatient data for appropriate reimbursement
						Interact with other ancillary services, healthcare professionals, and customers
						Use electronic applications to support clinical classification and coding
						Demonstrate professional behaviors
						Adhere to legal and ethical practices

UNIT 2 : PERSONAL DEVELOPMENT AND HUMAN RELATIONS

Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies:
						Exhibit proper grooming and attire for the particular work station
						Demonstrate ability to follow written and verbal instructions
						Exhibit the following professional qualities: honesty, confidentiality, courtesy, cooperation, alertness, punctuality, patience, tact, confidence, dependability/reliability, flexibility, and initiative

UNIT 3: HEALTHCARE REIMBURSEMENT COMPETENCIES						
Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies
						Demonstrate a general knowledge of word processing, computers, and related technologies as related to healthcare reimbursement
						Demonstrate an understanding of security issues related to healthcare information and medical coding technology
						Demonstrate appropriate use of electronic references and other resources for research and practice of medical coding
						Demonstrate knowledge of the purpose and content of the healthcare record (paper and electronic)
						Demonstrate knowledge of healthcare taxonomies, clinical vocabularies, terminology, and nomenclatures (such as ICD-CM, CPT, SNOMED-CT, and DSM-IV)
						Demonstrate knowledge of standards and regulations related to healthcare documentation as set by such bodies as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), the Health Care Financing Administration (HCFA), the Health Insurance Portability and Accountability Act (HIPAA), and the American Health Information Management Association (AHIMA)
						Demonstrate understanding of the medicolegal aspects of the healthcare record (e.g. confidentiality, privacy) and the medical coder's role in risk management
						Demonstrate an understanding and application of ethics in the medical coding profession
						Demonstrate an understanding of the value of continuing education in healthcare documentation and medicolegal issues as they relate to medical coding

UNIT 4: PROFESSIONAL PRACTICE COMPETENCIES

Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Accurately use data collection tools such as forms, computer input screens, and other health record documentation tools
						Demonstrate the ability to submit appropriate documentation for reimbursement for healthcare services
						Recognize, evaluate and interpret inconsistencies, discrepancies, and inaccuracies in healthcare reimbursement documentation and appropriately edit for proper reimbursement
						Meet progressively demanding medical coding accuracy and productivity standards
						Demonstrate an awareness of the functions, operations, and dynamics of medical coding work environments

Projects Required:

Varies, refer to syllabus.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

None

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester

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hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.