

Module 2: Body Systems with Introduction to Medical Coding

MCBH120 Syllabus

UNIT 1 - INTRODUCTION TO MEDICAL TERMINOLOGY**UNIT 2 - BODY SYSTEMS W/MEDICAL CODING****MODULE CREDIT HOURS: 4.0****MODULE CLOCK HOURS: 80****MODULE LENGTH: 4 Weeks**

Class Description: The focus of this course is to develop a strong medical vocabulary, the basis of any healthcare career. You will learn medical terminology through a unique combination of anatomy and physiology, word building principles, and phonetic pronunciations. The course is perfect for non-medical professionals who want to learn medical terminology to pursue a field in the healthcare industries including medical coding and insurance billing. You will learn about body systems with strong emphasis placed on medical coding.

Emphasis on medical terms associated with body systems and functions that correlate with diagnostic and procedural coding focusing on the following systems:

- Musculoskeletal System and Connective Tissue
- Skin and Subcutaneous Tissue
- Digestive System
- Genitourinary System
- Female Reproductive – Pregnancy and Birth
- Perinatal and Congenital Conditions
- Male Reproductive
- Blood, Blood-Forming Organs and the Immune Mechanism
- Circulation – Cardiovascular and Lymphatic
- Respiratory System
- Nervous System
- Mental and Behavioral Disorders
- Eye and Adnexa
- Ear and Mastoid Process
- Endocrine System
- Nutritional and Metabolic Diseases
- Diagnostic Procedures
- Oncology and Pharmacology

Unit 2 will focus on common medical terms of major disease processes, diagnostic and surgical procedures, laboratory tests, abbreviations, drugs, and treatment modalities will be introduced in the context of coding one-line statements for each body system in preparation for advanced coding skills.

Prerequisites: N/A

Approach

Healthcare professionals must be able to communicate effectively with each other and with patients, both verbally and in writing. Medical coders and billers also need to communicate with insurance companies. Patients, clients and insurance companies need information and instruction in terms that are clear and understandable by the layperson. However, communication among healthcare professionals requires that providers use technical language and medical terminology to convey information concisely and unambiguously. The Medical Terminology text chosen, Medical Terminology, An Illustrated Guide is a straightforward approach with uncomplicated resources for those new to the subject. This course attempts to explain and teach the language of health care, medicine and of course medical coding and billing.

The approach for this introductory course is problem-focused learning; this approach uses a word building method to develop vocabulary. The step by step learning approach of building words from roots, combining forms, and using suffixes and prefixes allows for the rapid acquisition of medical terms.

Teaching Considerations

Once the lecture is complete and concepts are discussed, you will find that practical experience is the most efficient way for students to understand how to build medical terms. Memorization and the use of Flash Card Techniques are of the up most importance to mastering Medical Terminology. In the addition, students must be given enough time to understand all homework assignments in preparation for Unit 2 – Body Systems w/Medical Coding. Students must also become familiar with common surgical, diagnostic and therapeutic terminology that is useful for understanding medical reports and procedural coding.

Method(s) of Instruction: This course will be taught through the utilization of lecture, class discussions, practical exercises and flash card demonstration and preparation. Power Point demonstration of how the student will make use of online and or app related pronunciation tools.

Objectives:

Upon successful completion the student will be able to:

- Identify structures, functions, pathology and diagnostic procedures related to the body systems
- Code using the universal coding manuals introduced in Module 1 (MCBH110) as it relates to body systems
- Define the meaning of medical terminology word roots, suffixes, and prefixes
- Recognize Combining Forms (vowels) and understand how they are used
- Demonstrate understanding of the rules for combining word parts correctly to generate medical terms
- Use the rules learned to write the singular and plural forms of medical terms
- Recognize and understand basic medical terms
- Identify and decipher medical abbreviations
- Spell and pronounce basic medical terminology
- Pronunciation using online resources
- Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course
- Interpret abbreviations
- Label anatomical diagrams
- Analyze case studies from a procedural & diagnostic standpoint

Objectives (continued):

- Understand common medical terms of major disease processes
- Analyze diagnostic, therapeutic and surgical procedures
- Laboratory tests, abbreviations, drugs, and treatment modalities will be introduced
- Type 40 WPM with a 95% accuracy by the end of the Module
- Continue resume building skills

Learning Outcomes:

Communication - vocabulary needed for the medical coding and billing industry. Knowledge based medical billing skills as it pertains to the healthcare industry for proper submission of electronic claims to insurance companies following coding guidelines and payor guidelines.

Cognitive: The student will learn medical terminology word building skills as it pertains to advanced documentation integrity w/review of body systems and one-line coding statements

Motor: The student will determine the correct answers to the Testing Your Comprehension exercises with cohort peer review and assessment and create Flash Cards to aid in the medical terminology building skills

Affective: The student will explore anatomy and physiology, with emphasis on the essentials of human diseases and conditions to better understand and analyze medical documentation for the purpose of proper medical coding assignment

Montes HealthCare College Institutional Learning Outcomes:

The knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

- Critical Thinking
- Communication
- Technical Competence

Method of Assessment:

In class weekly assessments to determine learning competency. Midterm examination at end of week 2, in addition to final examination at end of module. Testing Your Comprehension will be discussed and reviewed at the end of every lecture. In addition, an online self-assessment via the online Populi learning apparatus will be provided allowing students to determine level of understanding; assessment online will cover the basics of medical billing and reimbursement management and content will be lecture specific, covering topics centered around procedural and diagnosis coding.

Online instruction will be on campus in computer lab. Students will also be given the opportunity to complete self-assessments in classroom with instructor moderated cohort peer review.

All assessments with exception of midterm and final examination will be graded and returned to students' same day with answer key for review and discussion. Midterm and final exam results will be returned next class session.

Online resource center via Populi learning apparatus will provide the student with interactive links, crossword puzzles, concentration games, flash cards, and additional learning options. Testing Your Comprehension, a lecture specific assessment will be evaluated at the end of each week.

Required Text/Materials:

- ✓ Medical Terminology: An Illustrated Guide, 7th Edition (ISBN-13: 978-1451187564)
- ✓ 2021 **AMA** CPT Professional (ISBN-13: 978-1622028986)
- ✓ 2021 PMIC HCPCS Level II (ISBN-13: 978-1943009176)
- ✓ 2021 PMIC ICD-10-CM (ISBN-13: 978-1936977765)
- ✓ Taber's Cyclopedic Medical Dictionary, 23rd Edition (ISBN-13: 978-0803659049)
 - Populi student account accessed via student email address for online instruction: <https://support.populiweb.com/hc/en-us/articles/223791887-Your-Populi-account-login-everything-you-need-to-know>
 - Taber's Online Medical Dictionary: <https://www.tabers.com/tabersonline/>

Supplemental Materials/Resources/Websites:

- Daily Lesson Plan to be printed and handed out or inked on whiteboard
- Lecture Coding notes by Instructor covering daily lecture topics
- Electronic Medical Dictionary – Online Resource for Computer Lab exercises only
- BUCK Student Web Links - Online Resource for Coding and Billing
- Pronunciation resource: <https://www.merriam-webster.com/medical>

CLASS MEETING TIMES:

Evening: Monday through Friday 6:00 P.M. to 10:00 P.M.

(Detailed course calendar provided on Populi)

BREAK TIMES:

Evening: 6:50 P.M. until 7:00 P.M.

7:50 P.M. until 8:10 P.M.

Grading Considerations: Returning from breaks on time is important and is considered in the Attendance/Professionalism grade.

GRADING:

Students receive a letter grade at the end of the grading period. Grades are based upon attendance, assignments, assessments and performance examinations given with each unit of learning. The mid-term and final grade are weighted as follows:

Attendance/Professionalism/Participation	15%
Assessments and Quizzes	50%
Comprehensive Written Final Examination	15%
Homework	20%
Total:	100%

Grading Scale:

90-100	A
80-89	B
70-79	C
69 and below	FAIL

A Quiz, as defined by the course catalog, cannot be made up. Students arriving to class after the Quiz is completed will not be allowed to take the Quiz and will receive a zero. A Vocabulary Quiz is given once per week. A Pop quiz or Lecture quiz is at the Instructor's discretion and can be given at any time. All quiz scores are entered the grade book. A Vocabulary Quiz may be taken one day in advance, if the student will be absent on the scheduled Vocabulary Quiz day.

A Test, Exam or Assessment as defined by the course catalog, is usually between 25-100 questions. Students present at the time a test is administered are obligated to take the test or be given a zero. Make-up tests are permitted provided the missed test is taken within five (5) school days. A student may take a test one day in advance, if the student will be absent on the scheduled test day.

- ***Students cannot enter the classroom once a test or quiz has begun. The student is to report to the Program Director and not return to the classroom until the test or quiz is complete.***

HOMEWORK

Chapter reading, textbook exercises, key term definition, form completion and handouts are a part of the required curriculum. The Instructor will assign and grade all homework. All homework will be assigned a due date and is due on the date stated. Homework will be accepted one day late but a 10-point penalty for each assignment will apply. Homework turned in more than one day late will receive a 20-point penalty.

ATTENDANCE/PROFESSIONALISM/PARTICIPATION

All students begin with 100 points when the grading period begins. Points are deducted for loss of classroom time due to absence, tardiness and leaving early. Points are deducted for non-participation during lectures and labs, improper uniform attire and unprofessional conduct while in class. Points are deducted daily as follows:

Absent	=	-5 points
Tardy	=	-1 point
Leaving Early	=	-1 point
Unprofessional appearance	=	-1 point
Returning late from breaks	=	-1 point

- ***Unprofessional conduct point deduction will depend upon the unprofessional conduct demonstrated and will be decided upon by the Instructor and the Program Director.***

ATTENDANCE

Notify your Program Director's School voicemail if you are going to be late or absent. To maintain satisfactory attendance a student must attend 80% of the required classroom hours per grading period. If the student has not attended 80% of any given grading period, the student will be placed on Attendance Probation for the next grading period. If the students fail to attend 80% of the required hours while on Attendance Probation, the student will be dropped from the Program. A student can be placed on Attendance Probation during Externship.

- ***Any student missing more than ten (10) consecutive class days will be withdrawn from the program, regardless of their attendance status.***

TARDY POLICY

Students are required to arrive for class and return from breaks on time. In addition, students are required to stay for the entire class session. Students returning from breaks late will be counted as tardy and the total time missed will be rounded into 15-minute increments and deducted from the attendance/professionalism/participation score.

- ***Four (4) tardies or early departures (or any combination thereof) equal one absence.***

ACADEMIC PROGRESS

To make satisfactory academic progress, a student must maintain a cumulative grade point average (CGPA) of at least 2.0 or the student will be placed on academic probation. In addition, the student must maintain an adequate rate of progress towards successful completion of their respective program. The credit hours attempted cannot exceed one and one half (1.5) times the credit hours required to complete the credit-hour program.

For determining satisfactory academic progress, each program is broken down into grading periods, which may be course/term/semester. At the end of each grading period the student's CGPA will be determined.

ACADEMIC PROBATION

A student whose cumulative grade point average (CGPA) falls below 2.0 during any grading period will be placed on ACADEMIC Probation. If the student fails to achieve a 2.0 grade average for the next grading period in which the student is on probation, the student will be terminated from the program for lack of satisfactory academic progress. A student will be removed from academic probation upon achieving at least a cumulative 2.0 grade point average.

ACADEMIC HONESTY

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on an examination or quiz, plagiarizing materials or copying another student's work (or allowing your work to be copied) will result in a grade of F and may be cause for suspension or termination from the program. Plagiarism includes attempting to or passing off the ideas, work or writing of another person's as one's own.

CONDUCT

Instructors have the right and duty to maintain the learning environment in their classes. Students must adhere to high standards of scholarship and conduct that will not interfere with the learning process of another student, the classroom presentation by the Instructor or the progress of the class in general. Any student who disrupts the class in any way will be removed from the class for the remainder of the day. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and or termination. This policy includes inappropriate use of the internet.

A student dismissed for unsatisfactory conduct will be re-admitted into the program only at the discretion of the administration. Please refer to the school catalog for further information.

CELL PHONES

Cell phones and pagers are considered a classroom disruption. These items must be **turned off** and out of sight while in the classroom. For emergencies, have family and friends call the front desk at **(310) 436-7000** and the message will be relayed to the student.

DRESS CODE AND APPEARANCE

Many perspective employers visit the school and it is important that students be dressed in proper attire to make the best possible impression. Students are required to wear the designated school uniform. Full uniform is to be worn in class, while on clinical rotations and on externship daily, unless otherwise directed. Students who report to their classroom or clinical facilities in inappropriate attire will be sent home. The time missed will constitute an absence.

Additionally, the following standards must apply:

- The uniform must be wrinkle free, well fitted and in good repair. Uniform pants should be worn at the natural waist. Undergarments should not be visible above the waistband of the uniform pants.
- During the winter season, students must wear the uniform jacket provided by the school. No pullovers, sweatshirts, tops or non-uniform jacket. Our classrooms and clinics can be cool. To compensate, you may wear a white turtleneck or undershirt.
- Undershirts should be plain, white, either long or short sleeved with no graphics or verbiage printed on them. Undershirts should always be tucked into the uniform pants.
- Students may wear small stud earrings, one in each ear. Other jewelry and other visible body piercings are prohibited for all students.
- Hair must be clean and neatly arranged in a simple style, which is away from the face and off the collar. Barrettes and hair clips must be functional, not decorative.
- Beards and mustaches must be well trimmed. Male students not wearing a beard or mustache must be clean shaven.
- Fingernails must be short and clean with only clear or light-colored polish. Acrylic and or artificial nails or overlays are prohibited.
- Make-up should be used with discretion and be in good taste for a health professional. Make-up should never be applied in the classroom.
- Many people have severe allergies. Use of body scents such as cologne, body sprays, scented lotions and scented body washes; scented soaps should be used sparingly and never applied in the classroom.
- Personal hygiene is essential since students work closely with other people.
- Gum chewing while in uniform is unprofessional and is not permitted.
- Students must wear appropriate school-issued protective gear while in the clinic or lab, as applicable.
- Montes HealthCare College issued student identification must always be worn and visible.