Master Course Syllabus

Your College, Your Future

Established 1969

AHS 138
Medical Coding Basics

Course Number	AHS-138
Course Title	Medical Coding Basics
Credit Hours	3
Prerequisites	None
Course Description	This course is a study of basic concepts of coding for medical/dental services for the health professions.
Course Objectives	Understand the basic concepts on how to code services in the medical billing Demonstrate competencies with medical coding and billing Understand the importance of professionalism when interacting with patients and consumers related to billing
Course Developer	
Means of Instruction	Lecture, written assignments, reading assignments and audio visuals
Required Textbook/Written Materials/Supplies	*See Booklist online for current book.*

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General Education Core Competencies

General Education Core Competencies	Course Methodology, Content and/or Assessment
Communication: Students will be able to communicate effectively through reading, writing, speaking and listening. • Prepare written documents in a professional manner. • Develop oral communication skills to present information in a professional and appropriate manner. • Demonstrate appropriate listening skills in one-on-one and small and large group settings.	Participation in class discussions is recommended and encouraged. The class consists of exercises that require the students to complete case scenarios by referring to the appropriate chapter, article, part, and section of the current Billing and Coding document. The Instructor will work with each individual student to assure quality workmanship.

General Education Core Competencies	Course Methodology, Content and/or Assessment
Mathematical Reasoning: Students will apply those mathematical skills appropriate to their program of study. • Analyze and solve mathematical problems needed in the workplace, daily life and educational environment. • Interpret data using analytical methods.	Students will be able to calculate circuit values. Students will use appropriate billing and coding tables and formulas to calculate various situations
Critical Thinking: Students will employ effective processes for resolving problems and making decisions. • Identify problems and potential causes. • Solve problems using basic research, analysis and interpretation. • Evaluate results of solutions and revise strategies as indicated by findings.	Students will utilize and determine safety requirements and practices Students when given a job site scenario will specify solutions to report

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Technology Utilization: Students will apply knowledge of computers on a level compatible with job and/or educational demands. • Demonstrate a basic knowledge of computer applications including word processing, spreadsheets, databases, and presentation software. • Use basic operating system functions competently (e.g. store and retrieve data, load software). • Demonstrate communication and research skills through use of the internet.	Students will utilize computer skills to research.

General Education Core Competencies	Course Methodology, Content and/or Assessment
Interpersonal Skills: Students will deal effectively and appropriately with others. • Interact well with individuals and groups from diverse backgrounds and cultures. • Work with others in situational analysis, problem solving, and task accomplishment. • Demonstrate respect for the rights, work, and views of others.	Can work effectively with other students in completing assignments as a project team. Is able and willing to instruct less experienced students in completing work assignments. Is willing and able to explain the nature billing coding Demonstrates flexibility in assigned shared responsibilities. Interacts well with individuals from diverse backgrounds and cultures while refraining from discriminatory practices. (ex. Gender)
Professionalism: Students will exhibit professionalism through observances of a code of ethics, a sense of responsibility, good habits, and a positive attitude. • Demonstrate personal and business integrity and ethics. • Recognize, manage, and cope with the transitions of change. • Utilize informational resources for lifelong learning.	The student will have to show the ability and proper attire, to project professionalism. Be eager for a lifelong learning career.

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College Policies

Policy Type	Policy Description
Attendance Policy	It is the policy of Williamsburg Technical College that there are no excused student absences. Students are required to attend 90% of the scheduled contact hours of class. If more than 10% of scheduled contact hours are missed, the student will be dropped for excessive absences. Additionally, if a student is absent from every scheduled class of a course during the first two weeks of a term, the student will be dropped as a "no show" from that course. Individual instructors may set higher required attendance and tardy standards but must include those standards in their course syllabus and announce their standards in both the first- and second-class meetings each semester. Class rosters will be final as of the end of the second week of classes. For specific procedures related to this policy, refer to WTC Procedure D-23.1. Students may withdraw from a class at any time by completing a withdrawal form in the Student Services Office. A student can only receive a "WP" grade if withdrawal is completed in the Student Services Office prior to the last date to receive a "WP" grade published in the academic calendar. Students who fail to withdraw by the specified time will receive a letter grade for the course. For specific procedures related to this policy, refer to WTC Procedure D-23.1.
Policy Type	**Policy Description**
Policy for Students with Disabilities	The Student Affairs Division provides counseling and support services which help students with disabilities to pursue academic programs of their choice and participate fully in campus life. The VP for Student Affairs can arrange counseling, special parking, priority registration, and other reasonable services needed by students with disabilities. Students with disabilities are encouraged to contact the VP for Student Affairs to discuss needs and concerns as they arise.
Policy for Academic Misconduct	All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. See the Student Code & Grievance Procedure in the Williamsburg Technical College Catalog for details.

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Grading Policy	The College operates on the semester hour system, and the following symbols are used in grading: A-- Excellent B -- Above Average C -- Average D -- Passing F -- Failure I -- Incomplete WF -- Withdrawal while failing WP -- Withdrawal while passing
Policy for Class Safety and Emergencies	Injuries must be reported to the VP for Student Affairs immediately. Insurance claim forms are available in the Student Affairs division. Please refer to the college catalogue for more information on how Williamsburg Technical College addresses safety and emergency issues. For additional information, contact Student Affairs at 843.355.4162. Students taking coursework at off-site locations are responsible for reading and adhering to all safety instructions and guidance at the off-site location. Health Services and First Aid Williamsburg Technical College is a commuter institution; therefore, infirmary facilities are not provided. Basic first aid for minor injuries is available, and first aid kits are located in various departments of the College. Major illness or injury will be treated by health professionals. The campus is located adjacent to Williamsburg Regional Hospital. Each student is covered by accident insurance at no additional cost. This group insurance covers the student while on campus and during college-sponsored group travel.