**MO 159**

**Beginning Outpatient Px Coding**

**Winter, 2025**

**Instructor: Jennifer Foskett MBA, RHIA, CPB, COC**

**Instructor Contact Information:** [**jfoskett@tacomacc.edu**](mailto:jfoskett@tacomacc.edu)

**Professor Information**

[jfoskett@tacomacc.edu](mailto:jfoskett@tacomacc.edu). Office Hours Monday and Tuesdays from 7pm and 9pm via Zoom room.

**WELCOME Message**

Welcome to MBC 159 Beginning Outpatient Px Coding. I look forward to getting to know you all during this course. I have over 20 years of experience in the healthcare revenue cycle and am excited to be a part of your education here at Tacoma Community College. I know that online courses can seem confusing and overwhelming at times but know that you can reach out to me so that we can ensure that your quarter is successful. Please feel free to reach out to me so we can strategize any solutions that might be needed to guide you through your journey here!

**Communication Policy**

My preferred communication method is via email at [jfoskett@tacomacc.edu](mailto:jfoskett@tacomacc.edu). You can email me at any time, but it may take me till the next business day to respond. Generally received emails after 9:00pm PST every weekday M-F will not be responded to until 7pm the next business day. I am available Mondays and Tuesdays from 7pm to 9pm.

Please set Canvas so that it sends you a message when I make a comment on your work. To do this, go to Canvas>Account>Notifications>Course Activities>Submission Comments. Click on the check mark for immediate notification to your home email or text, depending on what you prefer. You may also want to look at the other possible notifications and see what you would like to receive.

**General Class Information**

**Class Information**

MO 159 – Beginning Outpatient Px Coding

**Course Modality**

Online: Course is taught fully online through the Canvas platform with no in-person instruction on campus.

**Catalog Description**

This course introduces students to procedural coding for outpatient services in hospitals, physicians' offices and medical clinics. Emphasis is on ambulatory service coding and medical necessity.

**Prerequisites**

Prerequisite: MO 101 with a minimum grade of C and MO 131 with a minimum grade of C and HIT 130 with a

minimum grade of C or HIT 105 with a minimum grade of C

**Textbooks & Supplemental Materials**

TEXTBOOK LIST FOR MBS CERTIFICATE CAN BE FOUND HERE: <https://rise.articulate.com/share/VZLHQvHJyNdZR9r5mzwuwxWGLfbENpo2#/lessons/QBMi5Ejx-1bcwZcLZZfVakR7E888gH5x>

|  |  |  |  |
| --- | --- | --- | --- |
| **Textbook Title/Publisher** | **Author** | **ISBN** | **Picture** |
| Understanding Current Procedural Terminology & HCPCS Coding Systems | Mary Jo Bowie | Print Book – 9780357932452    EBook - 9780357932544 (only available as direct purchase from Cengage) |  |
| CPT 2024 Professional Edition | AMA | 9781640162846 - Print book  9781640162853  - eBook rent for 180 days |  |

**Technology Required**

This is a web-enhanced course meaning that our course materials are available online via Canvas. You will need regular access to a computer and internet. Some assignments can be completed on your phone but others will be easier if done from a desktop, laptop, or tablet. If you need support using technology or learning how to use Canvas, please visit the Information Commons in Building 16 on the first floor at the end of the hallway.

**Learning Outcomes**

**Description:** This course introduces students to procedural coding for outpatient services in hospitals, physicians' offices, and medical clinics. Emphasis is on ambulatory service coding and medical necessity.

To learn about TCC’s Degree Learning Outcomes, visit the [College Catalog](https://www.tacomacc.edu/academics-programs/collegecatalog).

**Course Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. Identify the purpose of the HCPCS and CPT coding manuals.
2. Interpret the coding conventions of the CPT manuals.
3. Utilize major sections found in the CPT Manual.
4. Select correct CPT codes for patient services commonly provided in the outpatient setting.
5. Differentiate proper use of modifiers for outpatient coding scenarios.
6. Apply diagnosis codes to support medical necessity.
7. Discuss the impact of fraudulent coding.
8. Utilize an encoder in the process of coding

**MBS Certificate Program Learning Outcomes**

Upon successful completion of the Medical Billing Specialist Certificate program, students will be able to:

1. Describe healthcare organizations from the perspective of key stakeholders. (COK, COM)
2. Identify regulatory requirements and reimbursement methodologies related to the medical office and outpatient billing environment. (COK, COM, CRT, IIT, RES)
3. Identify official guidelines for outpatient coding. (COK, COM, CRT, IIT, RES)
4. Use common software applications in the performance of medical office and billing functions. (COK, COM)
5. Demonstrate effective oral and written communication techniques in a diverse health care setting. (COK, COM, CRT, IIT, ICD, RES)
6. Apply and promote ethical standards of practice. (COK, COM, CRT, IIT, ICD, RES)

**Instructional Methods Used**

In this class, I use a mixture of reading, quizzes, and assignments. You can expect to:

* be engaged in frequent activities through the Canvas platform to build on the readings, activities, and/or homework you have done for each class.
* ask your instructor for clarifications, rather than expecting lectures.

**Professor and Student Expectations**

**Chosen Names and Pronouns**

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity. Class rosters don't list gender or pronouns, so you may be asked to indicate the pronouns you use so that I don't make assumptions based on your name and/or appearance/self-presentation. However, you are not obligated to share your pronouns. If you use a chosen name, please let me know. Chosen names and pronouns are to be respected at all times in the classroom. Mistakes in addressing one another may happen, so I encourage an environment of seriousness and openness to correction and learning. Thank you.

**Professor Expectations**

As your professor, we will work to create an atmosphere that will encourage and support your mastery of course concepts. As such, objectives for which I will strive to meet include to:

* Get to know you and what your goals are for this class.
* Maintain a safe and supportive learning environment.
* Administer fair and equitable policies and procedures to all students.
* Provide a schedule of activities that is clear and communicate changes by email and on Canvas.
* Grade assignments, quizzes, etc. within one week after the stated due date.
* Grade projects (if assigned) and hand them back to students in class no later than one week after the stated due date.
* Answer email within one business day.
* Provide feedback and comments that are thorough and meaningful.
* Be available for students during my office hours (Saturdays 9am to 11am PST) and by appointment and inform students of any changes to my office hours by email and Canvas.
* Equip students with general skills applicable to multiple career paths.

**Student Expectations**

The general expectations of students in this class are:

* **Complete coursework:** Class time is when we make meaning of the readings, assignments, and quizzes. It is important that you attend your class and engage in activities and quizzes.
* **Check Canvas:** Assignments and other assessments are in Canvas. Check Canvas at least three times per week to ensure you complete work on time and understand instructions.
* **Respect others:** Behave with respect toward each other including other students and your professor. Refrain from profane language or inappropriate/unrelated remarks when engaging with other students and your professor.
* **Communicate with me:** Keep me updated of any circumstances that will not allow you to complete your work on time. I am here to help you learn and can be flexible if something unexpected comes up in your life.
* **Self-Advocacy**: Seek our resources you need to be successful. There are many resources available to help you succeed at TCC, for example the Writing and Tutoring Center, Access Services, and Counseling. Use the Student Resources Canvas page to access these resources and more.

If there is a concern with your behavior during this quarter, we will use the Student Code of Conduct to frame our discussion. For more information on TCC policies related to student behavior, please refer to the [TCC Classroom Standards and Culture](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) webpage.

**Recommended Study Habits**

You can expect to devote an average of two hours outside of class to the subject matter (readings, assignments, and quizzes) for every 50 minutes in class (i.e. one class session). As this is a three-credit class, you can reasonably expect an average of 6 hours of reading/homework each week.

I have tried to ensure that the workload is evenly distributed throughout the class, but if you find you have less than the normal amount of work one week, I suggest meeting with a classmate, going to the Writing and Tutoring Center, and/or attending my office hours to go over the content. Students who do well in this class are able to connect concepts within the class and beyond the class to their other classes and their personal experiences. The more time you spend building connections with the class material to other areas of your life, the better!

**TCC Student Policies**

TCC works hard to create a vibrant learning culture where you can succeed. Please refer to the [college-wide standards and policies](https://www.tacomacc.edu/about/policies/tcc-classroom-standards) that support this important work.  Some of these policies include Religious Accommodations, Withdraw/Retakes, and the Student Code of Conduct.

**Class Policies and Procedures**

* **Attendance:** Attendance is not tracked in this class. However, there are certain in-class activities and group quizzes that you can only get points for if you are present. These happen frequently (at least three times a week) and are not announced prior to class.
* **Due Dates:** All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas.
* **Late work:** Late work is accepted within the same unit. For example, if you miss a Chapter Review, you can still turn it in up to the test on that chapter. I will deduct points for late submissions 10% per day (max 40% deduction). I allow 4 days to complete late submissions.

**Classroom Concerns/Disputes/Final Grade Appeal Process**

If you have questions or concerns about this class, please talk to me about them. If we are unable to resolve your concerns, you may talk next with the Chair, Corinne Jarvis in 16-223, CJarvis@tacomacc.edu or by phone at 253-566-5077. Ms. Jarvis can assist with information about additional steps, if needed. If you think that your final grade has been given in error, please see the [final grade appeal process](https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy).

**Academic Dishonesty**

In this class, academic dishonesty will result in a failing grade (“E”) for the assignment or the quarter. Direct copying is prohibited, while incorrect citation and referencing will result in points taken off. I also reserve the right to remove any inappropriate posts on Canvas such as, but not limited to, profanity or plagiarism. In such a case, you will lose posting privileges and be given alternate assignments. As stated in the TCC Catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication, or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students”. The complete Administrative Procedure for Academic Dishonesty is available on the [TCC website](https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty).

**Graded Items**

**Assessment Structure**

The assessment structure for this course was created to assess your learning on the course learning outcomes. In this class, we will have the following graded items: in-class activities, online activities, group quizzes, tests, and a group project. Each of these assessments is intended to help you learn about psychology and progress toward our course learning outcomes. Table 1 shows the points possible and weight of each assessment category.

Table 1: Assessment Structure (delete category weight if the class does not weight categories)

| **Categories** | **Points Possible** |
| --- | --- |
| Assignments | 162 |
| Quizzes | 173 |
| Exams | 65 |
| **Total** | **400** |

**Grading Policy**

Grades will be posted to Canvas as soon as assignments are graded, usually within two business days. If you think there has been an error, contact me via email as soon as possible to have it corrected. If you need assistance accessing your Canvas account, please ask for help at the Information Commons in Building 16 or review the Canvas module in our Canvas course.

Final grades will be assigned using the following scale:

Table 2: MBS Certificate Grade Scale

| **Grade** | **Percent** |
| --- | --- |
| A | 92 to 100% |
| B | 83 to 91.9% |
| C | 76 to 82.9% |
| D | 64 to 75.9% |
| E | 63.9% and below |

Any final grade below 76% is considered a failing grade in the MBS Certificate program.

**Meaning of Letter Grades**

The meaning of letter grades in the MBS Certificate program are:

* **A (92 – 100%) Exceptional** - Student has shown a deep and thorough comprehension of concepts and/or techniques with exceptional use of those concepts and techniques in satisfying course requirements and competencies.\*A grade A means doing an excellent job and showing originality in what was asked for.
* **B (83 – 91.9%) Proficient** – Student has shown very good understanding of concepts and/or techniques with a fairly high degree of skill in the use of those concepts and techniques in satisfying course requirements and competencies. \*A grade B means doing a very good job in what was asked for.
* **C (76 - 82.9%) Acceptable** – Student has shown a fair level of knowledge of concepts and/or techniques with reasonable skill in the use of those concepts and techniques in satisfying course requirements and competencies. \*A grade C means doing what was asked for.
* **D (64 – 75.9%) Not Passing** – Student did not show an acceptable level of knowledge of concepts and/or techniques needed to satisfy the course requirements and competencies.
* **E (0 – 63.9%) Failing** – Student did not display minimum level of knowledge of concepts and/or techniques needed to satisfy the course requirements and competencies.

**Graded Item Submission Guidelines**

Describe how students will submit assignments (e.g. via Canvas, in class, via email, etc.) and in what format.

**Late Work**

I have blocked out times in my schedule for grading your work so that I can give you feedback while the work is still fresh in your minds. Any late work is eligible to receive up to half the points possible if it is submitted within the same module it was assigned. For example, if you miss an online assignment before the first test during Module 1, you can submit that assignment for up to half points until the due date of Module 1 Test. I allow late submissions 5% per day 4 day maximum (max 40% deduction).

**Student Resources**

During this quarter, you may encounter a need that goes beyond this class that affects your academic performance. We are here to help you be successful. You have access to great resources on campus and people ready to support you. Login to Canvas and access the [Student Resources](file:////courses/1687752) course to learn about some of these excellent resources.

**Access and Accommodations**

TCC is committed to ensuring access for students with disabilities in the online and physical learning environments. If you have already established approved disability accommodations with the Access Services office, please remember to request that your Accommodation Letter is sent to me. If you have a disability or health condition and **have not** yet established services, please contact the Access Services office at [access@tacomacc.edu](mailto:access@tacomacc.edu) or by submitting the **“**[**New Student Application**](https://www.tacomacc.edu/academics-programs/academic-support/access_services)**”** located on their webpage to begin the process required to establish accommodations. Access Services can work with students remotely and in-person through a variety of different methods. Please refer to their [**TCC Access Services Website**](https://www.tacomacc.edu/academics-programs/academic-support/access-services/access_services) for more information.

\* Please note that accommodations are not retroactive, which means they begin the day that your accommodation letter is sent to me, so please work with Access Services accordingly.

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**Safety**

We care about the safety of our campus and community and all of us are needed in order to create a safe and secure learning environment. Please review the full list of safety resources available to you, which are listed on our [TCC Ready website](https://www.tacomacc.edu/tcc-life/campus-services/tcc_ready). Additionally, please watch [this brief video](https://vimeo.com/99287407) to familiarize yourself with our general safety practices. Please **program the Public Safety number into your cell phone (253-566-5111)** or 5111 from any campus phone (If this number is inoperable due to an emergency, dial **253-495-4146**) and [sign up for TCC Alerts!](https://www.tacomacc.edu/tcc-life/campus-services/campus-safety) to receive emergency notifications to your cell phone.

**COVID-19 Safety**

TCC continues to follow safety protocols based on guidance from public health agencies. We encourage you to wear a mask, but mask-wearing is not required. Washing hands is also a reliable way to keep you healthy. If you are feeling unwell or experiencing Covid-like symptoms, please stay home and alert your instructor. If you test positive for Covid, please follow the [TCC flowchart](https://tacomacc.edu/_attachments/covid-19/CovidFlowChart_may10.pdf) that provides instructions about what actions to take. TCC is committed to protecting the health and safety of the campus community. By participating in this course, you agree to abide by TCC’s ongoing safety protocols.”

[Covid-19 FAQs and TCC Information](https://tacomacc.edu/covid-19/index)

**Course Outline**

The following course outline is subject to change as each instructional period is dynamic

Table 3: Course Outline

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Topic(s)** | **Learning Activities (reading, lectures, formative assessments, etc)** | **Assessment (graded Assessments)** |
| 01/06 - 01/12/2025     (1 WEEK) | INTRODUCTION TO CURRENT PROCEDURAL TERMINOLOGY AND HCPCS | REVIEW INTERACTIVE LECTURE FOR MODULE 1  READ CHAPTERS 1 AND 23  COMPLETE RESOURCES GOING OVER KEY TERMS, CPT BOOK INTRODUCTION AND SAVE YOUR HCPCS CODES WEBSITE. COMPLETE VIDEOS GOING OVER CERTIFICATE OF MEDICAL NECESSITY AND ABN  COMPLETE PRACTICE LAB | SYLLABUS QUIZ  ORGANIZATION, STRUCTURE AND CONVENTIONS QUIZ  USE OF ALPHABETIC INDEX QUIZ  HCPCS LEVEL II QUIZ  MODULE 1 QUIZ |
| 01/12 - 1/19/2025       (1 WEEK) | MODIFIERS | REVIEW INTERACTIVE LECTURE FOR MODULE 2  READ CHAPTER 1 PAGES  COMPLETE MODULE 2 KEY TERMS, REVIEW APPENDIX A I CPT BOOK, REVIEW THE PROPER USE OF MODIFIERS 59 AND X, AND REVIEW MODIFIERS AND MODIFIER INDICATORS DOCUMENT. REVIEW WHAT IS A MODIFIER IN MEDICAL CODING AND HCPCS MODIFIERS  COMPLETE PRACTICE LAB | ROLE OF MODIFIER ASSIGNMENT  MODIFIER ASSIGNMENT  MODULE 2 QUIZ |
| 01/19 - 1/26/2025       (1 WEEK) | EVALUATION AND MANAGEMENT SERVICES | REVIEW INTERACTIVE LECTURE FOR MODULE 3  READ CHAPTER 3  COMPLETE RESOURCES GOING OVER KEY TERMS TO KNOW, HOW TO CODE EVALUATION AND MANAGEMENT AND PRACTICE LAB | EVALUATION AND MANAGEMENT ASSIGNMENTS 1 AND 2  MODULE 3 QUIZ |
| 01/26 - 02/02/2025     (1 WEEK) | ORGANIZATION OF SURGERY SECTION AND STEPS TO CPT CODING | REVIEW INTERACTIVE LECTURE FOR MODULE 4  READ CHAPTER 5 SURGERY SECTION  COMPLETE ADDITIONAL RESOURCES KEY TERMS, NCCI, MUE REVIEW  PRACTICE LAB AND PRACTICE LAB CPT INDEX | SURGERY SECTION ASSIGNMENT 1 AND 2  MODULE 4 QUIZ |
| 02/02 - 02/09/2025     (1 WEEK) | MUSCULOSKELETAL SYSTEM | REVIEW INTERACTIVE LECTURE FOR MODULE 5  READ CHAPTER 6 MUSCULOSKELETAL SYSTEM  COMPLETE ADDITIONAL RESOURCES KEY TERMS, NCCI GUIDELINES FOR MUSCULOSKELETAL AND CODING BASICS, ANKLE ARTHROSCOPY VIDEO  PRACTICE LAB | MUSCULOSKELETAL SYSTEM CODING ASSIGNMENT  NCCI EDIT GUIDELINES MUSCULOSKELETAL  MODULE 5 QUIZ |
| 02/09 – 02/23/2025    (2 WEEKS) | RESPIRATORY AND CARDIOVASCULAR SYSTEMS | REVIEW INTERACTIVE LECTURE FOR MODULE 6  READ CHAPTER 7  AND CHAPTER 8  COMPLETE ADDITIONAL RESOURCES KEY TERMS, RESPIRATORY SYSTEM BASICS, CARDIOVASCULAR SYSTEM AND NCCI GUIDELINES FOR RESPIRATORY AND CARDIOVASCULAR SYSTEM PROCEDURES  PRACTICE LAB | RESPIRATORY SYSTEM ASSIGNMENT  CARDIOLOGY SYSTEM ASSIGNMENT  MODULE 6 QUIZ |
| 02/23 – 03/09/2025 (2 WEEKS) | RADIOLOGY, PATHOLOGY AND LABORATORY | REVIEW INTERACTIVE LECTURE FOR MODULE 7  READ CHAPTER 20 AND CHAPTER 21  COMPLETE ADDITIONAL RESOURCES KEY TERMS, NCCI GUIDELINES FOR RADIOLOGY, PATH AND LAB AND RADIOLOGY AND PATH AND LAB CODING PRACTICE RESOURCE LINKS  PRACTICE LAB | RADIOLOGY SECTION ASSIGNMENT  PATH AND LAB SECTION ASSIGNMENT  MODULE 7 QUIZ |
| 03/09 – 03/16/2025     (1 WEEK) | MEDICINE SECTION | REVIEW INTERACTIVE LECTURE FOR MODULE 8  READ CHAPTER 22  COMPLETE ADDITIONAL RESOURCES, KEY TERMS MEDICINE SECTION, NCCI GUIDELINES FOR THE MEDICINE SECTION, MEDICINE SECTION VIDEO  COMPLETE PRACTICE LAB | MEDICINE SECTION ASSIGNMENT  MODULE 8 QUIZ |
| 3/16 –    3/21/2025   (1 WEEK) | FINAL EXAM | REVIEW INTERACTIVE/CLOSING LECTURE FOR FINALS WEEK | COMPLETE FINAL EXAM |

**Syllabus Subject to Change**

Please note: This syllabus is subject to change. Students will be notified of any changes as soon as possible using multiple means of communication. Please check Canvas for the most updated schedule and assignment list during the quarter.