

HEALTH INFO TECH/4: DIAGNOSTIC CODING SYSTEMS (90 Hours)

Course No.: 76-15-80

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION AND SAFETY (2 hrs)

- _____ 1. Scope & purpose of the course
- _____ 2. Review overall course content
- _____ 3. Classroom policies and procedures
- _____ 4. Industry jobs w/impact on health info techs
- _____ 5. Promoting gender equity/non-traditional
- _____ 6. Cal/OSHA laws governing health info techs
- _____ 7. EPA legislation on health sector practices
- _____ 8. Proper disposal of hazardous wastes
- _____ 9. Class/workplace first aid/emergency plan
- _____ 10. Responsibility for a safe workplace
- _____ 11. Safety test

B. INTERNATIONAL CLASSIFICATION OF DISEASES (5 hrs)

- _____ 1. WHO/ICD/CM/ statistics/family of diseases
- _____ 2. Origins, purpose, implementation of ICD

C. OFFICIAL CODING GUIDELINES (10 hrs)

- _____ 1. Terms related to coding
- _____ 2. Identify, located listed codes/classifications
- _____ 3. Guidelines for coding
- _____ 4. Exam on ICD coding guidelines

D. INFECTIOUS AND PARASITIC DISEASES (4 hrs)

- _____ 1. Examples of infectious and parasitic diseases
- _____ 2. Identify and locate listed diseases in ICD
- _____ 3. Demo coding of infectious diseases/parasites
- _____ 4. Exam on coding infectious/parasitic diseases

E. NEOPLASMS (4 hrs)

- _____ 1. Neoplasms: benign/malignant/in situ
- _____ 2. Identify & located listed neoplasms in ICD
- _____ 3. Demo coding of neoplasms
- _____ 4. Exam on coding neoplastic conditions

F. DISEASES OF THE BLOOD AND BLOOD-FORMING ORGANS (4 hrs)

- _____ 1. Define anemia & coagulation
- _____ 2. Identify & locate nutritional anemia in ICD
- _____ 3. Demo coding of blood diseases
- _____ 4. Exam on coding blood/blood-forming diseases

G. ENDOCRINE, NUTRITIONAL, AND METABOLIC DISEASES (4 hrs)

- _____ 1. Define diabetes mellitus/ malnutrition/obesity
- _____ 2. Identify & locate thyroid disorders in ICD
- _____ 3. Demo coding of diseases related to topic
- _____ 4. Exam on correct coding of topic diseases

H. MENTAL AND BEHAVIORAL DISORDERS (4 hrs)

- _____ 1. Define mental & behavioral disorders
- _____ 2. Identify & locate mental disorders in ICD
- _____ 3. Demo coding of mental/behavioral disorders
- _____ 4. Exam on coding mental/behavioral disorders

I. DISEASES OF THE NERVOUS SYSTEM (4 hrs)

- _____ 1. Review organs of the nervous system
- _____ 2. Define diseases related to nervous system
- _____ 3. Identify & locate diseases in ICD
- _____ 4. Demo coding system conditions/diseases
- _____ 5. Exam on coding conditions & diseases

J. DISEASES OF THE EYE AND ADNEXA (4 hrs)

- _____ 1. Review structure and parts of the eye
- _____ 2. Define adnexa and glaucoma
- _____ 3. Identify & locate lens disorders in ICD
- _____ 4. Conditions of the eye/adnexa to be coded
- _____ 5. Exam on coding conditions of eye/adnexa

K. DISEASES OF THE EAR AND MASTOID PROCESS (4 hrs)

- _____ 1. Review structure and parts of the ear
- _____ 2. Define mastoid process
- _____ 3. Identify & locate middle ear diseases in ICD
- _____ 4. Conditions/diseases of the ear to be coded

- _____ 5. Exam on coding conditions of ear/mastoid
- L. DISEASES OF THE CIRCULATORY SYSTEM (4 hrs)**
- _____ 1. Review organs of the circulatory system
- _____ 2. Rheumatic fever/hypertensive diseases
- _____ 3. Identify & locate heart diseases in ICD
- _____ 4. Demo coding conditions/diseases of heart
- _____ 5. Exam on coding circulatory system diseases
- M. DISEASES OF THE RESPIRATORY SYSTEM (4 hrs)**
- _____ 1. Review organs of the respiratory system
- _____ 2. Define influenza and pneumonia
- _____ 3. Identify/locate respiratory conditions in ICD
- _____ 4. Demo coding of respiratory ailments
- _____ 5. Exam on coding respiratory system diseases
- N. DISEASES OF THE DIGESTIVE SYSTEM (4 hrs)**
- _____ 1. Review organs of the digestive system
- _____ 2. Define gastric ulcer
- _____ 3. Identify/locate digestive conditions in ICD
- _____ 4. Demo coding of digestive system conditions
- _____ 5. Exam on coding of digestive system diseases
- O. DISEASES OF THE SKIN AND SUBCUTANEOUS TISSUE (4 hrs)**
- _____ 1. Review organs of the integumentary system
- _____ 2. Define bulbous disorders/dermatitis/eczema
- _____ 3. Identify/locate skin conditions in ICD
- _____ 4. Coding diseases of skin/subcutaneous tissue
- _____ 5. Exam on coding skin/subcutaneous tissue
- P. DISEASES OF THE MUSCULOSKELETAL SYSTEM AND CONNECTIVE TISSUE (4 hrs)**
- _____ 1. Review parts of the musculoskeletal system
- _____ 2. Arthropathies/dorsopathies/osteopathies
- _____ 3. Identify/locate muscle disorders in ICD
- _____ 4. Demo coding musculoskeletal diseases
- _____ 5. Exam on coding musculoskeletal system
- Q. DISEASES OF THE GENITOURINARY SYSTEM (4 hrs)**
- _____ 1. Review organs of the genitourinary system
- _____ 2. Define glomerular diseases & renal failure
- _____ 3. Identify/locate system diseases in ICD
- _____ 4. Demo coding genitourinary system diseases
- _____ 5. Exam on coding genitourinary system
- R. PREGNANCY, CHILDBIRTH, & THE PUERPERIUM (4 hrs)**
- _____ 1. Define abortion and puerperium
- _____ 2. Complications of labor and delivery in ICD
- _____ 3. Demo coding pregnancy/birth complications
- _____ 4. Exam on coding pregnancy and childbirth
- S. CONGENITAL MALFORMATIONS, DEFORMATIONS, AND CHROMOSOMAL ABNORMALITIES (3 hrs)**
- _____ 1. Define listed terms related to topic
- _____ 2. Identify/locate topic related conditions in ICD
- _____ 3. Demo coding of malformations/abnormalities
- _____ 4. Exam on coding malformations/abnormalities
- T. INJURY AND POISONING (3 hrs)**
- _____ 1. Define injury and poisoning
- _____ 2. Identify & locate head injury/poisoning in ICD
- _____ 3. Demo coding of injury type & poisoning
- _____ 4. Exam on coding of Injuries and poisoning
- U. EXTERNAL CAUSES OF MORBIDITY AND MORTALITY (2 hrs)**
- _____ 1. Define morbidity and mortality
- _____ 2. Identify /locate accident/external injury in ICD
- _____ 3. Demo coding types of morbidity & mortality
- _____ 4. Exam on coding causes of morbidity/mortality
- V. HEALTH STATUS (2 hrs)**
- _____ 1. Define health hazards
- _____ 2. Identify/locate topic related complaints in ICD
- _____ 3. Demo coding of types of health status
- _____ 4. Exam on correct coding of health status
- W. CODES FOR SPECIAL PURPOSES (2 hrs)**
- _____ 1. Define provisional assignment and etiology
- _____ 2. Antibiotic resistant bacterial agents in ICD
- _____ 3. Demo coding for special purpose
- _____ 4. Exam on coding for special purpose
- X. EMPLOYABILITY SKILLS REVIEW (1 hr)**
- _____ 1. Employer requirements in employee
- _____ 2. Update list of potential employers
- _____ 3. Electronic social network in job search
- _____ 4. Update sample resumes
- _____ 5. Filling out job application legibly
- _____ 6. Complete sample application form correctly
- _____ 7. Importance of enthusiasm on a job
- _____ 8. Importance of appropriate appearance
- _____ 9. Importance of upgrading job skills
- _____ 10. Importance of customer service
- _____ 11. Appropriate interviewing techniques
- _____ 12. Materials/resources for successful interview
- _____ 13. Appropriate follow-up procedures