

HEALTH INFO TECH/5: AMBULATORY CODING SYSTEMS (90 Hours)

Course No.: 76-15-90

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 (3 hrs)

- _____ 1. Scope & purpose of course
- _____ 2. Overall course content
- _____ 3. Classroom policies and procedures
- _____ 4. Occupations that impact health info techs
- _____ 5. Opportunities for promoting gender equity
- _____ 6. Cal/OSHA laws governing health info tech
- _____ 7. EPA legislation on health & medical field
- _____ 8. Proper removal of hazardous materials
- _____ 9. Class/work first aid/emergency procedures
- _____ 10. Responsibility to insure safe workplace
- _____ 11. Pass the safety test with 100% accuracy

B. CPT* MANUAL & HCPCS LEVEL II CODE BOOK (15 hrs)

- _____ 1. Define: AMA/ CPT/RVU/HIPAA/HCPCS
- _____ 2. Anesthesia/surgery/radiology/pathology
- _____ 3. Discuss CPT
- _____ 4. Identify/locate/discuss listed CPT guidelines
- _____ 5. Discuss items related to HCPCS

C. COMPLIANCE (8 hrs)

- _____ 1. Define listed terms
- _____ 2. Locate/discuss policies to avoid fraud/abuse
- _____ 3. Analyze three cases w/false, fraudulent claim

D. EVALUATION & MANAGEMENT SECTION (10 hrs)

- _____ 1. Define terms related to E & M Section
- _____ 2. Discuss topics related to E & M
- _____ 3. Analyze three E & M cases
- _____ 4. Exam on correct coding procedures

E. ANESTHESIA SECTION (10 hrs)

- _____ 1. Locate and discuss Anesthesia Section topics
- _____ 2. Abstract three Anesthesia cases
- _____ 3. Exam on correct coding procedures

F. SURGERY SECTION (10 hrs)

- _____ 1. Define terms related to Surgery Section
- _____ 2. Locate and discuss Surgery Section topics
- _____ 3. Abstract three Surgery cases
- _____ 4. Exam on correct coding procedures

G. RADIOLOGY SECTION (10 hrs)

- _____ 1. Define terms related to Radiology Section
- _____ 2. Locate and discuss Radiology Section topics
- _____ 3. Abstract three Radiology cases
- _____ 4. Exam on correct coding procedures

H. PATHOLOGY AND LABORATORY SECTION (10 hrs)

- _____ 1. Define terms related to Pathology/Lab Section
- _____ 2. Locate & discuss Pathology & Lab topics
- _____ 3. Abstract three Pathology & Lab cases
- _____ 4. Exam on correct coding procedures

I. MEDICINE SECTION (10 hrs)

- _____ 1. Define terms related to Medical Section
- _____ 2. Locate and discuss Medicine Section topics
- _____ 3. Abstract three Medicine Section cases
- _____ 4. Exam on correct coding procedures

J. EMPLOYABILITY SKILLS REVIEW (4 hrs)

- _____ 1. Employer requirements from employee
- _____ 2. Update list of potential employers
- _____ 3. Electronic social networking and job search
- _____ 4. Update sample resume
- _____ 5. Review importance of legible job application
- _____ 6. Complete sample job application correctly
- _____ 7. Enthusiasm on a job
- _____ 8. Appropriate appearance on a job
- _____ 9. Continuous upgrading of job skills
- _____ 10. Customer service to build business
- _____ 11. Appropriate interview techniques
- _____ 12. Materials/resources for successful interview
- _____ 13. Appropriate follow-up procedures