

MEDICAL CODING & BILLING PART I

CURRICULUM LEARNING OBJECTIVES

The Piedmont Community College Medical Coding and Billing curriculum was developed by credentialed coding experts with decades of experience working in and teaching medical coding. This ensures you gain the skills you need to earn industry credentials. With Piedmont Community College's affordable tuition prices, you get a quality online education with one-on-one support by phone, email and scheduled Zoom meetings every step of the way. The learning objectives outlined below provides a map as you complete each module. It is required that students complete each module and all assignments for each module.

CONNECT/SMARTBOOK ORIENTATION

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, gradebook, and completion report as well as be able to contact Piedmont Community College and instructors using various communication tools, including phone, email, forums, chat rooms, and social media.
- Identify program-specific resources, and other available coding resources and software, as well as be able to order coding books with an understanding of yearly coding update schedule.

CHAPTER 1: THE ANATOMY OF MEDICAL TERMS

- Spell, define, and pronounce medical terms.
- Discuss concepts of building medical words using root/suffix/prefix.
- Define common medical terms of major disease processes.
- Identify common diagnostic procedures.
- Discuss common laboratory tests.
- Define common abbreviations.
- Identify and describe the basic structure, organization, and functions of human body systems.
- Identify anatomical structures of the body using anatomical orientation tools such as labels and assessment.

CHAPTER 2: THE BODY AS A WHOLE, CELLS, AND GENES

- Spell and pronounce correctly medical terms related to the body as a whole in order to communicate with accuracy and precision in any health care setting.
- Discuss the medical terms associated with cells and tissues.
- Explain the terms genes, genetics, and gene therapy.
- Describe the primary tissue groups and their functions.
- Relate individual organs and organ systems to the organization and function of the body as a whole.
- Describe the nine regions of the abdomen.
- Map the body cavities.
- Apply your knowledge of the medical terms of the body as a whole to documentation, medical records, and medical reports.

CHAPTER 3: THE INTEGUMENTARY SYSTEM

- Spell and pronounce correctly medical terms and their plurals related to the integumentary system to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the integumentary system.
- Describe common disorders of and injuries to the skin and its accessory glands.
- Translate the medical terms relating to the integumentary system into everyday language in order to communicate clearly with patients and their families.

CHAPTER 4: THE SKELETAL SYSTEM

- Define accepted abbreviations related to the skeletal system.
- Relate the different types of bones and their structures to their functions.
- Apply your knowledge of the medical terms of the skeletal system to documentation, medical records, and medical reports.
- Translate the medical terms of the skeletal system into everyday language in order to communicate clearly with patients and their families.

CHAPTER 5: MUSCLES & TENDONS

- Spell and pronounce correctly medical terms related to muscles and tendons and rehabilitation medicine in order to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to muscles and tendons and rehabilitation medicine.
- Relate the three different types of muscle to their structures, functions, and disorders.
- Identify diagnostic and therapeutic methods and the pharmacology for disorders of the muscles and tendons.
- Describe the muscles and tendons of the trunk, shoulder girdle, and upper limbs and their disorders.
- Describe the muscles and tendons of the pelvic girdle and lower limbs and their disorders.
- Apply your knowledge of the medical terms of the muscles and tendons, their disorders, and rehabilitation medicine to documentation, medical records and medical reports.

CHAPTER 6: THE CARDIOVASCULAR & CIRCULATORY SYSTEM

- Spell and pronounce correctly medical terms and their plurals related to the cardiovascular and circulatory systems to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the cardiovascular and circulatory systems.
- Relate the anatomical structure of the heart to its functions, the blood flow through it, and disorders of its wall and valves.
- Describe the blood supply to the heart and the electrical properties of the heart.
- Identify the different circulatory systems and the disorders of arteries and veins.
- Discuss the diagnostic and therapeutic procedures and pharmacologic agents used for cardiovascular and circulatory disorders.
- Apply your knowledge of the medical terms relating of the cardiovascular and circulatory systems to documentation, medical records, and medical reports.
- Translate the medical terms of the cardiovascular and circulatory systems into everyday language in order to communicate clearly with patients and their families.

CHAPTER 7: BLOOD, LYMPHATIC & IMMUNE SYSTEMS

- Spell and pronounce correctly medical terms and their plurals related to the blood, lymphatic, and immune systems in order to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the blood, lymphatic, and immune systems.
- Describe the diagnostic laboratory studies, therapeutic procedures, and pharmacologic agents used in blood disorders.
- Differentiate the major types of infection.
- Apply your knowledge of the medical terms of the blood, lymphatic, and immune systems to documentation, medical records, and medical reports.
- Translate the medical terms of the blood, lymphatic, and immune systems into everyday language in order to communicate clearly with patients and their families.

CHAPTER 8: THE RESPIRATORY SYSTEM

- Define accepted abbreviations related to the respiratory system.
- Relate the structures of the anatomical elements of the upper respiratory tract to their functions and signs and symptoms of respiratory disorders.
- Translate the medical terms of the respiratory system into everyday language in order to communicate clearly with patients and their families.
- Apply your knowledge of the medical terms of the respiratory system to documentation, medical records, and medical reports.

CHAPTER 9: THE DIGESTIVE SYSTEM

- Define accepted abbreviations related to the digestive system.
- Relate the overall anatomy of the alimentary canal to the actions and functions of digestion.
- Describe the overall process of digestion and the malabsorption syndromes.
- Apply knowledge of the medical terms of the digestive system to documentation, medical records, and medical reports

CHAPTER 10: THE NERVOUS SYSTEM

- Define accepted abbreviations related to the nervous system and mental health.
- Relate the structures of the brain, cranial nerves, spinal cord, peripheral nerves, and meninges to their functions.
- Identify the medical terms used in disorders of the brain, cranial nerves, spinal cord, and meninges, and in the management of pain.
- Describe the diagnostic procedures, therapeutic methods, and pharmacologic agents used in treating disorders of the nervous system and mental health.
- Define mental health, the difference between psychiatry and psychology, and the different types of common mental health disorders.

CHAPTER 12: THE ENDOCRINE SYSTEM

- Name the glands that make up the endocrine system.
- List the hormones produced by the hypothalamus and pituitary gland.
- Identify the control that the hypothalamus and pituitary hormones exert over other endocrine glands.
- Specify the roles of the pineal gland.
- Describe disorders of the hypothalamus, pituitary, and pineal glands

CHAPTER 13: THE URINARY SYSTEM

- Spell and pronounce correctly medical terms related to the urinary system in order to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the urinary system.
- Relate the structure of the kidneys and ureters to their functions and disorders.
- Relate the structure of the urinary bladder and urethra and associated organs to their functions and disorders.
- Describe the diagnostic and therapeutic procedures and the pharmacologic agents used for disorders of the urinary system.

CHAPTER 14: MALE REPRODUCTIVE SYSTEM

- Spell and pronounce correctly medical terms related to the male reproductive system in order to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the male reproductive system.
- Describe the anatomy of the perineum, scrotum, testes, and spermatic cords and their functions, disorders, and treatments.
- Relate the anatomy and anatomical positions of the five accessory glands of the male reproductive system to their functions and disorders.
- Describe disorders of the prostate gland and their diagnosis and treatment.
- Relate the structure of the penis to its functions, disorders, and treatments.
- Identify sexually transmitted diseases, their prevention, and treatments.
- Describe diagnostic and therapeutic procedures and pharmacology used to treat disorders of the male reproductive system
- Apply your knowledge of medical terms relating to the male reproductive system to documentation, medical records, and medical reports.

CHAPTER 15: FEMALE REPRODUCTIVE SYSTEM

- Spell and pronounce correctly medical terms related to the female reproductive system in order to communicate them with accuracy and precision in any health care setting.
- Define accepted abbreviations related to the female reproductive system.
- Relate the anatomy of the external genitalia and the female reproductive tract to their functions, disorders, and treatments.
- Identify the ovarian hormones and their relation to and use in menopause.
- Detail the causes of female infertility, their treatments, and the methods of contraception.
- Describe conception, implantation, and development of the embryo, fetus, and placenta during pregnancy, and their disorders.

FINAL EXAM -PART I

- Demonstrate knowledge of medical terminology and correct pronunciation through written and oral communication by completing the final Cumulative Exam.