

MED 234S-801FS
Medical Insurance and Coding II

Instructor: Kimberly Dziekan, CPC, CPMA, CPC-I

Faculty Class qualifications: **Bachelor of Science: Organizational Leadership (Wright State University), 2019, & Associate of Science: Pre-Medicine (Sinclair Community College), 2003.**

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Required Course Materials:

- Cengage. (2026, January 1). MindTap for 3-2-1 Code It, 2026 edition: 2 terms instant access, 14th Edition - 9780357700044
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SCHEDULE OF CLASS AGENDA AND ASSIGNMENTS

Week begins on Monday at 12:00 am thru midnight, Sunday at 11:59 pm. EST

Week	Course Topics	Assignments. Weekly Assignments are due by Sunday at 11:59 p.m.
Week 1	Review Blackboard site and Course Syllabus Student Introductions Review Certification Options Read Chapter 1: Overview of Coding Read Chapter 2: Introduction to ICD-10 and Conventions	1) Complete Student Introduction discussion 2) Review Certification Options 3) Read Chapter 1 and 2 4) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 2	Read Chapter 3: ICD-10 Coding Guidelines chapters 1 - 10 Read Chapter 4: ICD-10 Coding Guidelines chapters 11 - 22	1) Read Chapters 3 & 4 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 3	Read Chapter 5: ICD-10 Outpatient and Physician Office Coding	1) Read Chapter 5 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 4	Read Chapter 8: HCPCS Read Chapter 9: Introduction to CPT Coding	1) Read Chapters 8 & 9 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)

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Week 5	Read Chapter 10: CPT Evaluation and Management	1) Read Chapter 10 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.) 3)
Week 6	Read Chapter 11: CPT Anesthesia	1) Read Chapters 11 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.)
Week 7	Read Chapter 12: CPT Surgery I	1) Read Chapters 12 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.)
Week 8	Read Chapter 13: CPT Surgery II Midterm Exam – over content from week 1 through week 8	1) Read Chapter 13 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.) 3) Complete midterm exam 4) The midterm exam consists of questions from chapters 1 – 13, and due by 11:59 pm <u>No extensions!</u>
Week 9	Read Chapter 14: CPT Surgery III	1) Read Chapter 14 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.)
Week 10	Read Chapter 15: CPT Surgery IV	1) Read Chapter 15 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.)
Week 11	Read Chapter 16: CPT Surgery V	1) Read Chapter 16 2) Complete all assignments in “Learn It” and “Apply It” section in Mindtap marked as “counts toward grade” (i.e. chapter reviews, exercises, quizzes, etc.)

Week	Course Topics	Assignments. Weekly Assignments are due by Sunday at 11:59 p.m.
Week 12	Read Chapter 17: CPT Radiology	1) Read Chapter 17 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 13	Read Chapter 18: CPT Pathology and Laboratory	1) Read Chapter 18 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 14	Read Chapter 19: CPT Medicine	1) Read Chapter 19 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.)
Week 15	Read Chapter 20: Insurance and Reimbursement Overview Coding Case Studies: Ambulatory Case 1 Emergency Department Case 3 Physician Office Case 8	1) Read Chapter 20 2) Complete all assignments in "Learn It" and "Apply It" section in Mindtap marked as "counts toward grade" (i.e. chapter reviews, exercises, quizzes, etc.) 3) Complete Case Studies
Week 16	Final Exam	1) Complete Final exam by due date of 11:59 pm on WEDNESDAY <u>No extensions!</u>

GRADING SCALE

Grading is based on a 4.0 scale and will be computed based on the following criteria:

Type of Assignment	Points
Chapter exercises and/or quizzes	1282
Case Studies	30
Midterm Exam	50
Final Examination	50
TOTAL	1412

Letter Grade	Points	Percentage
A	1270 - 1412	90 – 100%
B	1129 – 1269	80 – 89%
C	988 - 1128	70 – 79%
D	847 - 987	60 – 69%

Letter Grade	Points	Percentage
F	0 - 846	0 – 59%

Class Policies

<u>GRADEBOOK</u>	Grades will be posted in the Blackboard grade book. If you do not see any points listed for an assignment that you have completed, please contact me at kdziekan@edisonohio.edu as soon as possible to advise me of the situation. Note: Some of the weekly quizzes will include content of the chapters assigned, and the gradebook will reflect the correct number of questions/points from each weekly quiz.
<u>DISCUSSION FORUMS</u>	1) If you have course related questions be sure to click on the discussion forum where you will see the Q&A link. Type your name, and state your question(s). Keep in mind this section is designed for all students and the instructor to see. That way a student may respond to the question before the instructor may have a chance to respond. My goal is to respond to all questions within 24 - 48 hours Monday through Friday. If you post a question after I've checked my email on Friday, I may not get back to you until Monday as I reserve weekends for family time. 2) If you have a personal question(s), please forward those questions to my in an email at kdziekan@edisonohio.edu, and you can expect a response as soon as possible. 3) If you have course related questions be sure to click on the discussion forum where you will see the Q&A link. Type your name, and state your question(s). Keep in mind this section is designed for all students and the instructor to see. That way a student may respond to the question before the instructor may have a chance to respond. My goal is to respond to all questions within 24 - 48 hours Monday through Friday. If you post a question after I've checked my email on Friday, I may not get back to you until Monday as I reserve weekends for family time. 4) If you have a personal question(s), please forward those questions to my in an email at kdziekan@edisonohio.edu, and you can expect a response as soon as possible.
<u>ACCOMMODATIONS</u>	• If you need additional time to complete the activities including the weekly quizzes, midterm exam, and final exam, appropriate documentation will have to be presented to the instructor. • Arrangements can then be made between the student and the instructor to accommodate the needs of the student. Edison State Community College will make reasonable accommodations for students with documented disabilities. • <i>Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability</i>

<u>GRADEBOOK</u>	Grades will be posted in the Blackboard grade book. If you do not see any points listed for an assignment that you have completed, please contact me at kdziekan@edisonohio.edu as soon as possible to advise me of the situation. Note: Some of the weekly quizzes will include content of the chapters assigned, and the gradebook will reflect the correct number of questions/points from each weekly quiz.
<u>POLICY STATEMENTS</u>	○ Please keep up with your reading, and staying current with completing homework activities. All weekly assignments are to be completed by midnight, Sunday night at 11:59 pm of that assigned week. ○ Open textbooks are allowed for any of the quizzes or exams. NOTE: There will be no resetting of the exams, or any activity for that matter. ○ Be sure to carve out a quiet uninterrupted time when you can sit at your computer/laptop to complete each weekly assignment. ○ If you have questions about how to use Blackboard, please seek assistance from me as soon as possible.
<u>CHEATING</u>	Cheating or plagiarism will not be tolerated in this course. You are not allowed to use your textbook when taking the quizzes and final exam. The quizzes and final exam are timed. Going over the time allotted for the quizzes and exams will be monitored. Do not go into quizzes that are not assigned until the week they are assigned. Printing off quizzes or examination is not allowed. Printing out the quizzes or exams will be considered cheating. The computer program will only let you access the quizzes, mid-term exam, and final exam once. So, when you click on a quiz or exam, be ready to take the entire quiz or exam all at one time. Then, submit your completed quiz or exam. The program will not let you have multiple attempts to the quizzes or exam. Please be sure you have completely closed out of the quiz and exam when completed. Remember to submit your completed quiz or exam before closing out of the program. Students who cheat will receive a zero on that assignment. The ECC Academic Honesty Policy will be upheld in this course, and a report will be filed with Student Services immediately.
<u>NOTICE TO ALL:</u>	If you are having computer problems you can go to the campus or your nearest community library to complete your assignments.

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
ADVISING SERVICES	Edison State's career pathways advisors are your partners in success. A career pathways advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathways advisor will • Identify the right academic major to set you on your desired career path. • Identify the courses you'll need to accomplish your academic goals. • Help you develop a student educational plan (SEP) tailored to your lifestyle and work schedule. • Prepare you to navigate your first semester at Edison State. If you have questions, contact your career pathways advisor. You can find their email at https://www.edisonohio.edu/Advising/ or contact your faculty advisor.
BOOKSTORE SERVICES	The Edison State eCampus Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 859-209-6958 or check us out online at https://edisonohio.ecampus.com
CAREER AND JOB SERVICES	Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.
DISABILITY SERVICES	Disability Services prevents discrimination on the basis of <i>Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.</i>
HEALTH AND WELLNESS SERVICES	Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu
LIBRARY SERVICES	The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/ Libguides and short instructional videos are available to help you use these resources can be found Here: https://libguides.edisonohio.edu/ Please contact

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
	the library staff with any library questions you may have at library@edisonohio.edu , 937-778-7950, or stop in!
MENTAL HEALTH SERVICES	College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have a website, a chatbot named Tess, and live phone calls to a licensed mental health counselor available. If you would like to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu .
STUDENT RESOURCE CENTER AND PANTRY	Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our centers in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.
TECHNICAL SUPPORT SERVICES	<i>For Log-in Issues or other Issues:</i> There are several steps you can do if you can't log in, but all require you to be signed up for the SSRPM and several require your student ID. Be sure to double check you are signed up for the SSRPM or it can come back to hurt you later. During regular business hours (9-5 Monday-Thursday, 9-4 Friday) either emailing support@edisonohio.edu or by call 937-778-8600 and asking for IT. After hours either: 1. Log onto the SSRPM and go to "forgot password" enter your security answers and then click to either change your password 2. Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat" to get the password changed. 3. Call 937.778.7957 and talk to the off-campus blackboard company to get help
TUTORING SERVICES	All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu , call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/
<u>TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying</u>	It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence.

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
	Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.
TESTING YOUR FAITH ACT POLICY	Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registrationrecords, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.