



# Medical Coding

Essential guidelines & tips to core coding procedures & practices, including: ICD-10-CM, CPT-4 & HCPCS Level II

## General Coding & Legal Guidelines

### Medical Care + Preventative Care = Health Care

- Health care is a comprehensive system that focuses on establishing and maintaining each individual's good health.
- Third-party payer is the person or organization not involved in the health care relationship except for their obligation to pay for the encounter and services involved.

Party #1: The health care provider

Party #2: The patient

Party #3: The insurance carrier (third-party payer)

ICD-10-CM stands for International Classification of Diseases, 10th Revision, Clinical Modification

ICD-10-CM used to code diagnoses

ICD-10-PCS contains codes used to bill for inpatient (hospital) procedures

CPT stands for Current Procedural Terminology, and is used to code procedures

HCPCS stands for Health care Common Procedural Coding System

HCPCS Level II is a book containing codes used to bill for dental procedures, durable medical equipment (DME), drugs, and other services and supplies; codes are used to report services, procedures, and supplies not included in CPT

Advanced Life Support (ALS) is a level of service provided by ambulance personnel

DMEPOS: Durable Medical Equipment, Prosthetic, and Orthotic Supplies

Durable Medical Equipment (DME): medical supplies that either can be used by several individuals or that last a long time, such as a cane or a wheelchair

Outpatients: an individual provided health care services without an overnight stay in the facility

Inpatients: an individual staying overnight in an acute-care or other health care facility

### Legal Guidelines

HIPAA: Health Insurance Portability and Accountability Act, a federal law

**TIP** If you don't know, you don't code!  
Don't assume! Don't guess! Don't suppose!

- HIPAA's Privacy Rule is about protecting the patient's privacy; this law simply assures each and every person coming to any health care facility that his/her personal and private information will be protected and treated with respect.
- Coding for coverage means that a code is chosen to fit what the insurance company will pay for rather than accurately reflecting the procedure that was performed.
- Medical necessity (medically necessary) is the determination that the provider was acting according to standard practices in providing this procedure for an individual with the diagnosis; use of ICD-10-CM Diagnosis Codes establishes a medical reason (medical necessity) for providing the services and/or procedures claimed.
- Mutually exclusive codes report conditions that cannot be in the same patient at the same time.
- Supporting documentation refers to the paperwork in the patient's file that corroborates the codes presented on the claim form for that particular encounter.
- Unbundling means that individual parts of a specific procedure were used rather than a combination or bundle that includes all those components.
- Upcoding means that a code is used on a claim form indicating a higher level of service than was actually performed.

### Rules of Legal & Ethical Coding

- The codes indicated on the claim form **must** represent the services actually performed, and are supported by the notes and other documentation in the patient's health record.
- Coding for coverage—using codes not chosen for the best, most accurate code available, but rather, with regard to what procedures the insurance company will pay for (i.e., "cover")—is dishonest and is considered **fraud**.
- Upcoding—using a code that indicates that a higher level of service was provided than was actually performed—is unethical and **illegal**.
- Submitting a claim for services that have already been billed for is called **double billing** and constitutes **fraud**.
- Unbundling—using individual (also known as

component) service codes when a comprehensive or combination (bundled) code is available—is **illegal**.

- The use of **mutually exclusive codes**—codes identified as not permitted to be used on the same claim form—is considered **unethical**.
- Separating codes relating to a single encounter and placing them on several claim forms over the course of several days is **not legal or ethical**.

### Definitions

#### TIP

##### 6 Steps to Accurate Coding:

- Read through the Superbill and the physician's notes.
- Abstract physician's notes.
- Query the health care provider if details are missing or unclear.
- Code the diagnosis(es).
- Code the procedure(s).
- Link every procedure code to at least one diagnosis code to document medical necessity.



### Methods of Administering Medications

IA	Intra-arterial (into the artery)
ID	Intradermal (skin test)
IM	Intramuscular (into the muscle)
IR	Intradermal (breathed in by the patient)
IO	Intravenous (into the bone)
IP	Intrapertitoneal (into the abdominal wall)
IT	Intrathecical (into spinal fluid)
IV	Intravenous (into the vein)
ORAL	Orally (by mouth)
OTH	Other—includes suppositories, catheter injections, etc.
SC	Subcutaneous (below the surface of the skin)
SubQ	Subcutaneous (below the surface of the skin)
VAR	Various—includes administration into joints, cavities, tissues, or topical applications

- CLIA: Clinical Laboratory Improvement Amendments; federal legislation created for the monitoring and regulation of clinical procedures.
- EPSDT: Early and Periodic Screening, Diagnostic, and Treatment services; a Medicaid preventive health program for children (under 21 years of age).
- HPSA: Health Professional Shortage Area.
- Locum Tenens: a physician that fills in, temporarily, for another physician.

#### TIP

- Use a medical dictionary to ensure you know what the terms mean.
- Always check for symbols and notations to guide you to the correct code.

### CODING TIPS

ABC123	Never code out of the Alphabetical Index!
Back Coding	After coding a patient's encounter from the physician's notes, make certain you back code to double-check your work; wait a little while, then go into the ICD-10-CM Tabular List and into the CPT numerical listing, and look up the codes you found earlier; match the descriptions you see to the key words from the physician's notes; this may help you find any errors.
CC	Chief Complaint: concise statement about the reason for the encounter
Medical Record Documentation	The records for each patient encounter should include: <ul style="list-style-type: none"> <li>Reason for encounter and relevant history, physical exam findings, and prior diagnostic test results.</li> <li>Assessment, clinical impressions, and/or diagnosis.</li> <li>Plan for care.</li> <li>Date and legible identity of observer or provider.</li> </ul>
Who = The Patient Why = Diagnosis Code(s) What = Procedure Code(s) How = External Cause Codes	<ul style="list-style-type: none"> <li>Why did the patient come to see the provider?</li> <li>What did the provider do in response to the why?</li> <li>How did the injury or poisoning happen?</li> <li>Where did it happen?</li> </ul>

# Medical Coding 2 Study Guide

**Alice Covell**

## **Medical Coding 2 Study Guide:**

Medical Coding Study Guide Speedy Publishing, 2014-11-26 Individuals who are preparing to take medical coding exams should note that study guides can help them earn the competitive score they want. This is the case for several reasons including the fact that these study guides tend to incorporate a lot of helpful material including medical and anatomy terminology reviews testing techniques for the exam questions that parallel the CPC certification exam practical examples review questions designed to test the student's knowledge of important coding concepts and many more. Medical Coding Speedy Study Guides Speedy Publishing, 2014-07-15 Medical coding is a process where you enter abbreviations on medical charts. A pamphlet can be helpful in learning the words and the abbreviations for those words. The abbreviations can be written on index cards so that the student can study for quizzes. Students learn the medical lingo seen on charts where medical coding is used such as a doctor's office or a hospital. Study Guide for Today's Medical Assistant - E-Book Kathy Bonewit-West, Sue Hunt, Edith Applegate, 2014-07-30 Use this study tool to master the content from your Today's Medical Assistant Clinical Administrative Procedures 2nd Edition textbook. Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more. Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress, and prepare for the certification examination. Critical thinking activities let you apply your knowledge to real life situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards. Updated content includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD 10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA-waived tests. New activities provide practice for the Today's Medical Assistant textbook's newest and most up-to-date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step-by-step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real world scenarios. Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book Deborah B. Proctor, 2016-05-26 Get more practice with the

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**2004 Coding Workbook for the Physician's Office** Alice Covell,2004 This workbook contains coding exercises referencing each section of the CPT 4 and ICD 9 CM coding manuals Exercises requiring HCPCS Level II codes are also provided Condition and procedure statements in the exercises reflect the current annual editions of the coding manuals by completing the exercises learners will expand their medical vocabulary and increase their coding skills for the physician s office Also included are the Centers for Medicare and Medicaid Services CMS guidelines for diagnosis coding and reporting by physicians Learners need current CPT 4 ICD 9 CM and HCPCS codin

**2006 Coding Workbook for the Physician's Office** Alice Covell,2006-06 This workbook contains coding exercises that reference each section of the CPT 4 and ICD 9 CM coding manuals Exercises requiring HCPCS Level II codes are also provided Condition and procedure statements in the exercises reflect the current annual editions of the coding manuals By completing the exercises you will expand your medical vocabulary and increase your coding skills and will learn to code only what the documentation supports Also included are the Center for Medicare and Medicaid Services CMS guidelines for diagnosis coding and reporting by physicians You will need current CPT 4 ICD 9 CM and HCPCS coding manuals to complete the exercises

Guide to U.S. Government Publications Donna Batten,2006-09 *The Certification Step* Carol J. Buck,2004 Focuses on passing coding certification exams It covers anatomy and terminology for each body area reimbursement issues and an overview of CPT ICD 9 CM and HCPCS Coding The accompanying CD ROM contains a timed scored 150 question practice exam that is modeled on the actual certification exams and is designed to be taken twice once as a pre test and once as a post test In tutorial mode specific sections of questions can be reviewed with instant feedback for study and extra practice An additional final exam must be taken with paper and pencil to simulate the experience of the actual examinations

**Medical Coding** Vino C. Mody, Jr.,2019-07-10 This book teaches medical coding for anesthesia and

pain management It will prepare the reader for passing the Certified Anesthesia and Pain Management Coder CANPC exam as well as improving their professional practice The book goes beyond the concepts and applications that are required to pass the exam It provides critical insights into actual scenarios faced by coders in the real world 70 unique cases are presented that will highlight the correct coding method These give the reader practice in applying principles to actual patient cases The author's unique formula allows the reader to arrive at the best coding decision for the most complex patients Each case is discussed from a clinical viewpoint to explain the coding rational This book is both an invaluable asset for anyone working towards a CANPC exam but also serves as a useful reference for those currently holding the certificate

**Workbook to Accompany Step-by-Step Medical Coding 2005** Carol J. Buck, 2004-12 Original source documents provide real world experience to prepare for employers expectations and to practice with actual medical record documentation The workbook provides more than 1 000 questions and terminology exercises as well as over 80 original source documents

A Directory of Computerized Data Files & Related Technical Reports, 1980

**Student Study Guide to Accompany Kinn's the Clinical Medical Assistant** Tammy B. Morton, 2003-06 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course

*Essentials of Nursing Informatics Study Guide* Juliana J. Brixey, Jack E. Brixey, Virginia K. Saba, Kathleen A. McCormick, 2015-09-05 Introducing the most complete compact guide to teaching and learning nursing informatics If you're looking for a clear streamlined review of nursing informatics fundamentals *Essentials of Nursing Informatics Study Guide* is the go to reference Drawn from the newly revised 6th Edition of Saba and McCormick's bestselling textbook *Essentials of Nursing Informatics* this indispensable study guide helps instructors sharpen their classroom teaching skills while offering students an effective self study and review tool both in and out of the classroom Each chapter features a concise easy to follow format that solidifies students understanding of the latest nursing informatics concepts technologies policies and skills For the nurse educator the study guide includes teaching tips class preparation ideas learning objectives review questions and answer explanations all designed to supplement the authoritative content of the core text Also included is an online faculty resource to supplement classroom teaching offering instructors PowerPoints with concise chapter outlines learning objectives key words and explanatory illustrations and tables To request Instructor PowerPoint slides Visit [www.EssentialsofNursingInformatics.com](http://www.EssentialsofNursingInformatics.com) and under the Downloads and Resources tab click Request PowerPoint to access the PowerPoint request form Focusing on topics as diverse as data processing and nursing informatics in retail clinics the nine sections of *Essentials of Nursing Informatics Study Guide* encompass all areas of nursing informatics theory and practice *Nursing Informatics Technologies System Life Cycle Informatics Theory Standards*

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**AAPC CPC Practice Exam 150 Questions & Answers #2** Medical Coding Expert,2023-10-05

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*2007 Coding Workbook for the Physician's Office* Alice Covell,2007-04 This workbook contains coding exercises that reference each section of the CPT 4 and ICD 9 CM coding manuals Exercises requiring HCPCS Level II codes are also provided Condition and procedure statements in the exercises reflect the current annual editions of the coding manuals By completing the exercises learners will expand their medical vocabulary and increase their coding skills for the physician s office and will learn to code only what the documentation supports Also included are the Center for Medicare and Medicaid Services CMS guidelines for diagnosis coding and reporting by physicians Learners need current CPT 4 ICD 9 CM and HCPCS coding manuals to complete the exercises

**Medical Coding: Icd-10-Cm Speedy Study Guides** Speedy Publishing,2014-07-16

Every known illness disease and condition has a specific number that goes along with the word describing the person s medical problem Every physician and their office staff must know medical codes for the sake of billing purposes If the doctor and office staff does not code a specific illness condition or disease correctly the insurance company may not pay for treatment medication in hospital stays outpatient treatment and a number of surgical and other procedures performed for the patient making it impossible for the patient to receive the proper treatment Common illnesses diseases and conditions listed in a pamphlet would enable the medical student to become familiar and able to memorize with the more common medical codes The bottom line for using proper ICD codes is money reimbursement for the medical

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