



# 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 in 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 rendered.
  - 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 diagnosis
- 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 ambulatory personnel
  - DMEPOS: Durable Medical Equipment, Prosthetics, and Orthotics Supplies
- Durable Medical Equipment (DME) medical supplies that either can be used by several individuals or that last a long time, such as pumps or a wheelchair
- Outpatient: an individual provided health care services without an overnight stay in the facility
- Inpatient: an individual staying overnight in an acute-care or other health care facility

### Legal Guidelines

- HIPAA, Health Insurance Portability and Accountability Act, is federal law

**TIP** If you don't know, you don't code. Don't assume. Don't guess. Don't invent.

- HIPAA's Privacy Rule is about protecting the patient's privacy; this law simply ensures each and every person coming to any health care facility that their personal and private information will be protected and treated with respect
- Coding for coverage means that a code is changed 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 practice in providing the procedure for an individual with the diagnosis; use of ICD-10-CM Diagnostic Codes constitutes a medical reason (medical necessity) for providing the service and/or procedure 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 procedure 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 is considered **fraud**
- Unbundling—using individual (also known as

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

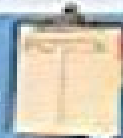
- The use of mutually exclusive codes—codes identified as not permitted to be used on the same claim form—is considered **unethical**
- Reporting codes relating to a single encounter and placing them on several claim forms over the course of several days is **not legal or ethical**

### Definitions

#### TIP

##### Steps to Accurate Coding

1. Read through the hospital and the physician's notes
2. Ask the physician's notes
3. Query the health care provider if codes are missing or unclear
4. Code the diagnosis
5. Code the procedure
6. List every procedure only in a way that diagnosis code is document medical necessity



### Methods of Administering Medications

- IA Intracranial (into the artery)
- ID Intradermal (skin test)
- IM Intramuscular (into the muscle)
- IN Inhalation (breathed in by the patient)
- IO Intravenous (into the blood)
- IP Intraperitoneal (into the abdominal wall)
- IT Intrathecal (into spinal fluid)
- IV Intravenous (into the vein)
- ORAL Orally (by mouth)
- OTH Other routes: suppositories, catheter injections, etc.
- SC Subcutaneous (below the surface of the skin)
- Subj Sublingual
- VAG Vaginal (includes administration into penis, vagina, uterus, or topical applications)

- CLIA: Clinical Laboratory Improvement Amendments, federal legislation created for the monitoring and regulation of clinical procedures
- SHIP: Early and Periodic Screening, Diagnostic, and Treatment services, a Medicaid preventive health program for children under 21 years of age
- HIPAA: Health Professional Shortage Area
- License Transfer: physician that files a, temporarily, for another physician

#### TIP

- Use a medical dictionary to ensure you know what the terms mean
- Always double-check procedure and diagnosis to provide you the correct code

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## CODING TIPS

|                              |                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABC123                       | Never code out of the Alphabetic Index                                                                                                                                                                                                                                                                                                                                    |
| Back Coding                  | After coding a patient's encounter from the physician's notes, make certain you look code to double-check your work, run a code 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 did the patient come to see the provider?                                                                                                                                                                                                                                                                                                                             |
| Why = Diagnosis Code(s)      | What did the provider do in response to the "why"?                                                                                                                                                                                                                                                                                                                        |
| What = Procedure Code(s)     | How did the injury or poisoning happen?                                                                                                                                                                                                                                                                                                                                   |
| How = External Cause Code(s) | Where did it happen?                                                                                                                                                                                                                                                                                                                                                      |

# Medical Coding Quick Study Academic

**Richard Laishley**



## **Medical Coding Quick Study Academic:**

**Buck's Step-by-Step Medical Coding, 2019 Edition E-Book** Elsevier, 2018-11-05 Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education The bestselling Buck's Step by Step Medical Coding is a practical easy to use resource that shows you exactly how to code using all current coding sets Explanations of coding concepts are followed by practice exercises to reinforce understanding of the material In addition to coverage of reimbursement ICD 10 CM CPT HCPCS and inpatient coding an Evolve website includes 30 day access to TruCode Encoder Essentials No other text so thoroughly covers all coding sets in one source A step by step approach makes it easier to build your skills and remember the material 30 day trial access to TruCode Encoder Essentials gives you experience with using an encoder in addition to separate encoder practice exercises on the Evolve website Learning Objective and glossary review questions are included at the end of each chapter UNIQUE Concrete real life coding reports cleared of any confidential information simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Instructor led assessments on the companion Evolve website provide additional assessment options in classroom settings answers and rationales provided at the discretion of your instructor UNIQUE Four coding question variations covering both single code questions and multiple code questions and scenarios develop your coding ability and critical thinking skills Over 450 total illustrations help you understand the types of medical conditions and procedures being coded along with examples taken directly from Elsevier's professional ICD 10 and HCPCS manuals Official Guidelines for Coding and Reporting boxes show the official guidelines wording for inpatient and outpatient coding alongside in text explanations UNIQUE Coders Index in the back of the book makes it easy to quickly locate specific codes Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information Valuable tips and advice are offered in features such as From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules Sample electronic health record screenshots located in Appendix D show examples similar to the EHRs you will encounter in the workplace NEW Updated content includes the latest coding information available promoting accurate coding and success on the job NEW Additional exercise questions covering the Official Guidelines for Coding and Reporting **Buck's**

**Step-by-Step Medical Coding, 2021 Edition** Elsevier, 2020-11-08 Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education The bestselling Buck's Step by Step Medical Coding is a practical easy to use resource that shows you exactly how to code using all current coding sets To reinforce your understanding practice exercises follow the explanations of each coding concept In addition to coverage of reimbursement ICD 10 CM CPT HCPCS and inpatient coding an Evolve website includes 30 day access to TruCode Encoder Essentials No other book so thoroughly covers all coding sets Theory and practical review questions located at the end of each chapter focus on recalling important chapter information and application of codes A step by step approach makes it easier for

students to build coding skills and remember the material Learning objective and glossary review questions reinforce student understanding of key chapter concepts and terms 30 day trial to TruCode Encoder Essentials gives students experience with using an encoder plus access to additional encoder practice exercises on the Evolve website UNIQUE Real life coding reports cleared of any confidential information simulate the reports students will encounter as coders and help them apply coding principles to actual cases Online activities on Evolve provide extra practice with assignments including coding reports More than 450 illustrations help in understanding the types of medical conditions and procedures being coded and include examples taken directly from Elsevier's professional ICD 10 and HCPCS manuals UNIQUE Four coding question variations covering both single code questions and multiple code questions and scenarios develop students coding ability and critical thinking skills UNIQUE Coders Index in the back of the book makes it easy to quickly locate specific codes Official Guidelines for Coding and Reporting boxes show the official guidelines wording for inpatient and outpatient coding alongside in text explanations Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information Valuable tips and advice are offered in features such as From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules Sample EHR screenshots in Appendix D show examples similar to the electronic health records students will encounter in the workplace NEW Coding updates include the latest information available promoting accurate coding and success on the job NEW Coverage of CPT E M Guidelines changes for Office and Other Outpatient codes

**Medical Coding and Billing - The Comprehensive Guide** VIRUTI SHIVAN, Dive into the world of medical coding and billing with Medical Coding and Billing The Comprehensive Guide This essential resource provides a thorough understanding of the crucial role these fields play in healthcare administration Whether you're a student a healthcare professional or simply interested in the administrative side of healthcare this guide offers comprehensive coverage of the latest coding systems billing procedures and regulatory requirements Written by experts in the field the book navigates through complex coding systems including ICD 10 CPT and HCPCS ensuring you're up to date with current practices Beyond the codes it delves into the practical aspects of billing claims processing and the nuances of insurance Essential topics like compliance ethics and the impact of coding on revenue cycle management are covered in depth This guide also addresses the ever evolving landscape of healthcare legislation providing insights into how these changes affect medical coding and billing Furthermore to ensure a clear focus on content this book does not include images or illustrations for copyright purposes Whether you're aiming for certification or looking to enhance your professional skills Medical Coding and Billing The Comprehensive Guide is your indispensable resource in mastering the intricacies of this vital healthcare industry role [Buck's Step-by-Step Medical Coding, 2025 Edition - E-Book](#) Elsevier Inc,Elsevier,Jackie Koesterman,2025-01-08 Selected for 2025 Doody's Core Titles in Health Information Management Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education The bestselling Buck's Step by Step Medical Coding is a practical easy to use

resource that shows you exactly how to code using all current coding sets To reinforce your understanding practice exercises follow the explanations of each coding concept In addition to coverage of reimbursement ICD 10 CM CPT HCPCS and inpatient coding an Evolve website includes 30 day access to TruCode Encoder Essentials No other book so thoroughly covers all coding sets Theory and practical review questions located at the end of each chapter focus on recalling important chapter information and application of codes A step by step approach makes it easier to build your coding skills and remember the material Learning objective and glossary review questions reinforce your understanding of key chapter concepts and terms Coverage reflects the latest CPT E M guidelines changes for office and other outpatient codes 30 day trial to TruCode Encoder Essentials gives you experience with using an encoder plus access to additional encoder practice exercises on the Evolve website UNIQUE Real life coding reports simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Online activities on Evolve provide extra practice with assignments including coding reports More than 450 illustrations help you understand the types of medical conditions and procedures being coded and include examples taken directly from Elsevier s professional ICD 10 and HCPCS manuals UNIQUE Four coding question variations covering both single code questions and multiple code questions and scenarios develop your coding ability and critical thinking skills UNIQUE Coders Index in the back of the book makes it easy to quickly locate specific codes Official Guidelines for Coding and Reporting boxes show the official guidelines wording for inpatient and outpatient coding alongside in text explanations Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information Valuable tips and advice are offered in features such as From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules Sample EHR screenshots in Appendix D show examples similar to the electronic health records you will encounter in the workplace Mastering Medical Coding - E-Book Marsha Diamond,2006-06-02 Expansion of ICD 9 CM information Sample patient charts include explanatory notes A simulated medical practice identified as Godfrey Regional lets you study in a real world scenario Key Terms lists highlight the most important vocabulary and content More exercises

**Buck's Step-by-Step Medical Coding, 2020 Edition E-Book** Elsevier,2019-11-28 NEW Coding updates include the latest information available promoting accurate coding and success on the job Step-by-Step Medical Coding, 2013 Edition - E-Book Carol J. Buck,2012-12-14 Take your first step toward a successful career in medical coding with comprehensive coverage from the most trusted source in the field Step by Step Medical Coding 2013 Edition is the practical easy to use resource that shows you exactly how to code using all of today s coding systems In depth step by step explanations of essential coding concepts are followed by practice exercises to reinforce your understanding In addition to coverage of reimbursement ICD 9 CM CPT HCPCS and inpatient coding the 2013 edition offers complete coverage of the ICD 10 CM diagnosis coding system in preparation for the eventual transition No other text on the market so thoroughly prepares you for all coding sets in one source Dual coding in Units 4 and 5 where both ICD 10 and ICD 9 answers are provided for every

exercise chapter review and workbook question ensures you can code using the systems of both today and tomorrow Complete coverage of the new ICD 10 code set in Unit 2 prepares you for the eventual transition from ICD 9 to ICD 10 Official Guidelines for Coding and Reporting boxes in Units 2 3 and 5 present the official outpatient and inpatient guidelines alongside text discussions Concrete real life coding examples help you apply important coding principles and practices to actual scenarios from the field Over 500 total illustrations of medical procedures or conditions help you understand the services being coded Four coding question variations develop your coding ability and critical thinking skills One answer blank for coding questions that require a one code answer Multiple answer blanks for coding questions that require a multiple code answer Identifiers next to the answer blank s to guide you through the most difficult coding scenarios Answer blanks with a preceding symbol 3 interlocking circles indicates that the user must decide the number of codes necessary to correctly answer the question In text exercises Quick Checks and Toolbox features reinforce coding rules and concepts emphasize key information and test your retention and understanding From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable up to date tips and advice for working in today s medical coding field Coder s Index makes it easy to instantly locate specific codes Practice activities on the companion Evolve website reinforce key concepts from the text Updated content presents the latest coding information so you can practice with the most current information available

Step-by-Step Medical Coding, 2018 Edition - E-Book Carol J. Buck, 2017-11-07 Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education From Carol J Buck the bestselling Step by Step Medical Coding is a practical easy to use resource that shows you exactly how to code using all current coding sets Explanations of coding concepts are followed by practice exercises to reinforce understanding of the material In addition to coverage of reimbursement ICD 10 CM CPT HCPCS and inpatient coding an Evolve website includes 30 day access to TruCode Encoder Essentials No other text so thoroughly covers all coding sets in one source A step by step approach makes it easier to build your skills and remember the material 30 day trial access to TruCode Encoder Essentials gives you experience with using an encoder in addition to separate encoder practice exercises on the Evolve website Learning Objective Review questions are included at the end of each chapter UNIQUE Concrete real life coding reports cleared of any confidential information simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Instructor led assessments on the companion Evolve website provide additional assessment options in classroom settings answers and rationales provided at the discretion of your instructor UNIQUE Four coding question variations covering both single code questions and multiple code questions and scenarios develop your coding ability and critical thinking skills Over 450 total illustrations help you understand the types of medical conditions and procedures being coded along with examples taken directly from Elsevier s professional ICD 10 and HCPCS manuals Official Guidelines for Coding and Reporting boxes show the official guidelines wording for inpatient and outpatient coding alongside in text

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*Step-By-Step Medical Coding* Carol J. Buck, 2013 Take your first step toward a successful career in medical coding with comprehensive coverage from the most trusted source in the field Step by Step Medical Coding 2013 Edition is the practical easy to use resource that shows you exactly how to code using all of today s coding systems In depth step by step explanations of essential coding concepts are followed by practice exercises to reinforce your understanding In addition to coverage of reimbursement ICD 9 CM CPT HCPCS and inpatient coding the 2013 edition offers complete coverage of the ICD 10 CM diagnosis coding system in preparation for the eventual transition No other text on the market so thoroughly prepares you for all coding sets in one source Dual coding in Units 4 and 5 where both ICD 10 and ICD 9 answers are provided for every exercise chapter review and workbook question ensures you can code using the systems of both today and tomorrow Complete coverage of the new ICD 10 code set in Unit 2 prepares you for the eventual transition from ICD 9 to ICD 10 Official Guidelines for Coding and Reporting boxes in Units 2 3 and 5 present the official outpatient and inpatient guidelines alongside text discussions Concrete real life coding examples help you apply important coding principles and practices to actual scenarios from the field Over 500 total illustrations of medical procedures or conditions help you understand the services being coded Four coding question variations develop your coding ability and critical thinking skills One answer blank for coding questions that require a one code answer Multiple answer blanks for coding questions that require a multiple code answer Identifiers next to the answer blank s to guide you through the most difficult coding scenarios Answer blanks with a preceding symbol 3 interlocking circles indicates that the user must decide the number of codes necessary to correctly answer the question In text exercises Quick Checks and Toolbox features reinforce coding rules and concepts emphasize key information and test your retention and understanding From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable up to date tips and advice for working in today s medical coding field Coder s Index makes it easy to instantly locate specific codes Practice activities on the companion Evolve website reinforce key concepts from the text Updated content presents the latest coding information so you can practice with the most current information available

*Educational Data Mining* Alejandro Peña-Ayala, 2013-11-08 This book is devoted to the Educational Data Mining arena It highlights works that show relevant proposals developments and achievements that shape trends and inspire future research After a rigorous revision process sixteen manuscripts were accepted and organized into four parts as follows Profile The first part embraces

three chapters oriented to 1 describe the nature of educational data mining EDM 2 describe how to pre process raw data to facilitate data mining DM 3 explain how EDM supports government policies to enhance education Student modeling The second part contains five chapters concerned with 4 explore the factors having an impact on the student s academic success 5 detect student s personality and behaviors in an educational game 6 predict students performance to adjust content and strategies 7 identify students who will most benefit from tutor support 8 hypothesize the student answer correctness based on eye metrics and mouse click Assessment The third part has four chapters related to 9 analyze the coherence of student research proposals 10 automatically generate tests based on competences 11 recognize students activities and visualize these activities for being presented to teachers 12 find the most dependent test items in students response data Trends The fourth part encompasses four chapters about how to 13 mine text for assessing students productions and supporting teachers 14 scan student comments by statistical and text mining techniques 15 sketch a social network analysis SNA to discover student behavior profiles and depict models about their collaboration 16 evaluate the structure of interactions between the students in social networks This volume will be a source of interest to researchers practitioners professors and postgraduate students aimed at updating their knowledge and find targets for future work in the field of educational data mining

Independent Medical Coding Donna Avila-Weil,Rhonda Regan,2007      **Step-by-Step Medical Coding, 2013 Edition**

Carol J. Buck,2012-12-15 Take your first step toward a successful career in medical coding with comprehensive coverage from the most trusted source in the field Step by Step Medical Coding 2013 Edition is the practical easy to use resource that shows you exactly how to code using all of today s coding systems In depth step by step explanations of essential coding concepts are followed by practice exercises to reinforce your understanding In addition to coverage of reimbursement ICD 9 CM CPT HCPCS and inpatient coding the 2013 edition offers complete coverage of the ICD 10 CM diagnosis coding system in preparation for the eventual transition No other text on the market so thoroughly prepares you for all coding sets in one source Dual coding in Units 4 and 5 where both ICD 10 and ICD 9 answers are provided for every exercise chapter review and workbook question ensures you can code using the systems of both today and tomorrow Complete coverage of the new ICD 10 code set in Unit 2 prepares you for the eventual transition from ICD 9 to ICD 10 Official Guidelines for Coding and Reporting boxes in Units 2 3 and 5 present the official outpatient and inpatient guidelines alongside text discussions Concrete real life coding examples help you apply important coding principles and practices to actual scenarios from the field Over 500 total illustrations of medical procedures or conditions help you understand the services being coded Four coding question variations develop your coding ability and critical thinking skills One answer blank for coding questions that require a one code answer Multiple answer blanks for coding questions that require a multiple code answer Identifiers next to the answer blank s to guide you through the most difficult coding scenarios Answer blanks with a preceding symbol 3 interlocking circles indicates that the user must decide the number of codes necessary to correctly answer the question In

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Scenario boxes help you apply concepts to real world situations Quick Review sections summarize chapter content and also include review questions Student Software Challenge on the Evolve website allows you to practice filling out interactive CMS 1500 forms

*Step-By-Step Medical Coding, 2016 Edition* Carol J. Buck, Jackie L. Grass, 2015-12-02 Take your first step toward a successful career in medical coding with guidance from the most trusted name in coding education From bestselling author Carol J Buck Step by Step Medical Coding 2016 Edition is a practical easy to use resource that shows you exactly how to code using all current coding sets Practice exercises follow each step of information to reinforce your understanding of important concepts In depth coverage includes reimbursement ICD 10 CM CPT HCPCS and inpatient coding with an Evolve website that includes 30 day access to TruCode Encoder Essentials No other text so thoroughly covers all coding sets in one source 30 day access to TruCode Encoder Essentials and practice exercises on the Evolve companion website provide additional practice and help you understand how to utilize an encoder product A step by step approach makes it easier to build skills and remember the material Over 475 illustrations include medical procedures and conditions to help you understand the services being coded Real world coding reports cleared of any confidential information simulate the reports you will encounter as a coder and help you apply coding principles to actual cases Dual coding includes answers for both ICD 10 and ICD 9 for every exercise chapter review and workbook question to help you ease into the full use of ICD 10 Exercises Quick Checks and Toolbox features reinforce coding rules and concepts and emphasize key information From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable tips and helpful advice for working in today s medical coding field Four coding question variations develop your coding ability and critical thinking skills including one code or multiple code answers Official Guidelines for Coding and Reporting boxes allow you to read the official wording for inpatient and outpatient coding alongside in text explanations Coders Index makes it easy to quickly locate specific codes Appendix with sample Electronic Health Record screenshots provides examples similar to the EHRs you will encounter in the workplace Online practice activities on Evolve include questions such as multiple choice matching fill in the blank and coding reports A workbook corresponds to the textbook and offers review and practice with more than 1 200 theory practical and report exercises odd numbered answers provided in appendix to reinforce your understanding of medical coding Available separately NEW Separate HCPCS chapter expands coverage of the HCPCS code set UPDATED content includes the latest coding information available promoting accurate coding and success on the job

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