

# Coding I

TEMC - 1110 301

## Course Description

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The Coding I course is designed to introduce students to the business side of medicine in the outpatient setting and provide the student with the skill and knowledge necessary to analyze and extract key information from the medical record to assign ICD-10-CM codes. This course also covers a detailed explanation of ICD-10-CM coding guidelines.

Semester(s): All

## Course Student Learning Outcomes

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- Demonstrate correct code assignment using coding guidelines.
- Identify the correct diagnostic code (characters), using the guidelines, alphabetic index, and tabular list.
- Differentiate the information from patient chart notes and surgical notes to identify the diagnostic term(s).
- Select the correct coding sequence for billing purposes.
- Demonstrate understanding of the business side of medicine in the outpatient setting.

## Course Prerequisites

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TEMC 1260 - Medical Terminology and Anatomy II

## Transfer/Certification/Licensure/Employment Information

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The USHE (Utah System of Higher Education) technical college program alignment allows for students at any USHE technical college to transfer seamlessly within any other USHE technical college. USHE technical colleges proposing to offer courses associated with this program currently include Davis Tech, Mountainland Tech, and Ogden-Weber Tech.

## Engagement Plan

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An instructor will respond to email within 24 to 48 hours.

An instructor will offer feedback on major assignments within 24 to 28 hours.

The best way to contact an instructor is via the Canvas Inbox.

## Keys for Success (how to succeed in the course)

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### **Time Management**

Time management is an effective tool for getting things done. Having a proper schedule can help you complete the course on time. Try to write down and schedule as much as possible. Some people will be able to simply schedule block “study times,” others will have to break it down further.

### **Discipline Yourself**

Discipline yourself to study everyday at least two hours or until you understand your assignment. Study to know and to understand, not merely to get a particular grade.

### **Ask for Help**

If you are not keeping up in class, do all that you can do to help yourself including asking for help. Come into the class or Zoom room to talk with your instructor(s).

### **Communicate with Instructors**

If you cannot come to class, please notify your instructors.

## Course Content Advisory

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Content Warning-- Book and discussion may contain graphic images and/or language.

## Required Text or Materials

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**Title: 2025 ICD-10-CM, CPT and HCPCS, CPT manules**

**Title: Buck's 2025 Step-By-Step Medical Coding Textbook and Workbook**

**Title: Pen, Pencil, Paper, Highlighters**

For more information on textbook accessibility, contact Accessibility & Disability Services at [ads@slcc.edu](mailto:ads@slcc.edu).

## Brief Description of Assignments/Exams

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This course includes multiple-choice assessments designed to evaluate your understanding of key concepts and theories. These assessments are structured to test your knowledge and analytical skills in a clear and concise format.

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 1 - Online Activities 1</a>	Assignment	5
	<a href="#">Chapter 1 - Online Activities 2</a>	Assignment	5
	<a href="#">Chapter 1 - Practical</a>	Quiz	5
	<a href="#">Chapter 1 - Review Test</a>	Quiz	19
	<a href="#">Chapter 1 - Theory</a>	Quiz	8

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 1 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 1: Workbook - Even Numbered Questions</a>	Assignment	12
	<a href="#">Chapter 2 - Online Activities 1</a>	Assignment	5
	<a href="#">Chapter 2 - Online Activities 2</a>	Assignment	6
	<a href="#">Chapter 2 - Practical</a>	Quiz	44
	<a href="#">Chapter 2 - Review Test</a>	Quiz	8
	<a href="#">Chapter 2 - Theory</a>	Quiz	8
	<a href="#">Chapter 2 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 2: Workbook - Even Numbered Questions</a>	Assignment	20
	<a href="#">Chapter 3 - Online Activities 1</a>	Assignment	6
	<a href="#">Chapter 3 - Online Activities 2</a>	Assignment	6
	<a href="#">Chapter 3 - Practical</a>	Quiz	29
	<a href="#">Chapter 3 - Review Test</a>	Quiz	20
	<a href="#">Chapter 3 - Theory</a>	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 3 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 3: Workbook - Even Numbered Questions</a>	Assignment	17
	<a href="#">Chapter 4 - Online Activities 1</a>	Assignment	5
	<a href="#">Chapter 4 - Online Activities 2</a>	Assignment	5
	<a href="#">Chapter 4 - Practical</a>	Quiz	21
	<a href="#">Chapter 4 - Review Test</a>	Quiz	19
	<a href="#">Chapter 4 - Theory</a>	Quiz	20
	<a href="#">Chapter 4 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 4: Workbook - Even Numbered Questions</a>	Assignment	17
	<a href="#">Chapter 5 - Online Activities 1</a>	Assignment	10
	<a href="#">Chapter 5 - Online Activities 2</a>	Assignment	5
	<a href="#">Chapter 5 - Practical</a>	Quiz	11
	<a href="#">Chapter 5 - Review Test</a>	Quiz	14
	<a href="#">Chapter 5 - Theory</a>	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 5 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 5: Workbook - Even Numbered Questions</a>	Assignment	34
	<a href="#">Chapter 6 - Online Activities 1</a>	Assignment	4
	<a href="#">Chapter 6 - Online Activities 2</a>	Assignment	5
	<a href="#">Chapter 6 - Practical</a>	Quiz	10
	<a href="#">Chapter 6 - Review Test</a>	Quiz	20
	<a href="#">Chapter 6 - Theory</a>	Quiz	10
	<a href="#">Chapter 6 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 6: Workbook - Even Numbered Questions</a>	Assignment	30
	<a href="#">Chapter 7 - Online Activities 1</a>	Assignment	5
	<a href="#">Chapter 7 - Online Activities 2</a>	Assignment	7
	<a href="#">Chapter 7 - Practical</a>	Quiz	17
	<a href="#">Chapter 7 - Review Test</a>	Quiz	16
	<a href="#">Chapter 7 - Theory</a>	Quiz	10

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Chapter 7 Exam - Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Chapter 7: Workbook - Even Numbered Questions</a>	Assignment	31

## Grading Scale

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Percentage Letter Grade

100- 90	A
89-75	B
54 or below	E

Passing for this class is 75% or higher.

Students enrolled in this course can achieve a passing grade by completing the chapter exams with a score of 75% or better.

## How to Navigate to Canvas

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## Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

## [Learning Support and Tutoring Services](#)

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## [Advising and Counseling Support Services](#)

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## [Student Academic Calendar](#)

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As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar:

[SLCC Student Academic Calendar](#)