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# Occupational Endorsement Certificate

# Medical Office Coding

**Academic Assessment Plan**

**Adopted by**

**The Medical Assisting Faculty:
August 18, 2022**

Reviewed with curriculum changes by the Academic Assessment Committee: 11/4/22

Reviewed by the Faculty Senate as an information item: 11/4/22

## Mission Statement

The mission of the UAA Occupational Endorsement Certificate (OEC) in Medical Office Coding is to provide quality education and training in medical office coding to individuals desiring to work in a physician office or outpatient ambulatory care setting.

## program introduction

Medical office coders work in medical offices and outpatient ambulatory care settings coding medical records for statistical and reimbursement purposes. A good understanding of medical terminology and human disease is essential for accurate diagnosis and procedure coding. An understanding of human biology or anatomy and physiology, along with a solid understanding of human disease concepts, is also necessary for a medical coder to accurately interpret a clinical provider’s documentation and progress note. Experience working in a medical setting or current employment in a medical office or hospital where the student utilizes medical terminology, human disease and anatomy and physiology may be adequate for the student to do well in the medical office coding courses.

In MA A220: Medical Office Coding students complete coding exercises as homework and in exam settings. In MA A320: Medical Office Advanced Coding offers complex patient scenarios for evaluation, interpretation and discussion followed by and multiple practice exams.

All medical office coding coursework is fully transferable to the Associate of Applied Science in Medical Assisting.

Professional certification is available through the American Academy of Professional Coders (AAPC) or through the American Health Information Management Association (AHIMA).

## assessment process

The final and most important course in the Occupational Endorsement program, MA A320: Medical Office Advanced Coding is strategically taught in the spring and summer semesters. This allows students to prepare to take their Certified Professional Coder (CPC) examination in the fall, prior to the exam changing in January.

During MA A320, student responses are analyzed and students problem-solve why incorrect answers are chosen and how to make better decisions on similar scenarios in the future. At the conclusion of the course of study, a mock certification exam is administered. This is a timed exam to mimic the actual CPC certification exam. Exam items that were incorrectly answered by students are analyzed and adjustments made to curriculum to more adequately cover these areas in future courses. Curriculum is updated annually to accommodate additions, revisions and deletions to the International Classification of Diseases (ICD) and Healthcare Common Procedure Coding System (HCPCS).

## Program Student Learning Outcomes

Students graduating with an Occupational Endorsement Certificate in Medical Office Coding will be able to demonstrate:

* Proficiency in the performance of Current Procedural Terminology (CPT) coding
* Proficiency in the performance of Healthcare Common Procedure Coding System (HCPCS) coding
* Proficiency in the performance of International Classification of Diseases, Clinical Modification diagnostic coding

## measures

* *Demonstrate proficiency is the performance of Current Procedural Terminology (CPT) coding*

| **Measure** | **Benchmark** | **TimelineSource** | **Responsible Party** |
| --- | --- | --- | --- |
| Demonstrate appropriate use of medical terminology (Final Exam) | 80% of students will achieve 70\* or higher | Each semester course is offered  | Course Faculty |
| Demonstrate appropriate use of human anatomy terminology (Final Exam) | 80% of students will achieve 70\* or higher | Each semester course is offered | Course Faculty |
| Demonstrate appropriate knowledge and application of Current Procedural Terminology (CPT) coding (Cumulative Current Procedural Terminology (CPT) assignment) | 80% of students will achieve 70\* or higher | Each semester course is offered | Course Faculty |

* *Proficiency in the performance of Internal Classification of Diseases, Clinical Modification diagnostic (ICD\_10) coding*

| **Measure** | **Benchmark** | **TimelineSource** | **Responsible Party** |
| --- | --- | --- | --- |
| Demonstrate appropriate knowledge and application of International Classification of Disease, Clinical Modification diagnostic (ICD\_10) coding (Cumulative International Classification of Disease, Clinical modification diagnostic (ICD\_10) coding assignment) | 80% of students will achieve 70\* or higher | Each semester course is offered | Course Faculty |

* *Proficiency in the performance of Healthcare Common Procedure Coding System (HCPCS) coding*

| **Measure** | **Benchmark** | **TimelineSource** | **Responsible Party** |
| --- | --- | --- | --- |
| Demonstrate appropriate knowledge and application of Healthcare Common Procedure Coding System (HCPCS) coding | 80% of students will achieve 70\* or higher | Each semester course is offered | Course Faculty |

* *Commitment to the coding profession by sitting for the AAPC Certified Professional Coder (CPC) Certification exam*

| **Measure** | **Benchmark** | **TimelineSource** | **Responsible Party** |
| --- | --- | --- | --- |
| Participation of MA A320 students  | >=60% | AnnuallyAAPC CPC Certification exam | Course Faculty |

\*Aligns with AAPC Board Certification guidelines.

**Program Name/College:** OEC**:** Medical Office Coding (MOCD-OECERT) / Medical Assisting Program / Allied Health Sciences **Program Contact for Program Assessment: Lisa Nash**

| **Program Goals** | **Student Learning Outcomes** | **Measure/ Curriculum Mapping** | **Benchmark** | **Timeline** | **Responsible** | **Data Analysis Key Findings** | **Use of Results Action Items and Dissemination** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please list program-level goals | Students will be able to: (task, capability, knowledge, skills, and dispositions) Use measurable verbs. | Assessment opportunity (course/experience) method/measures, assignment/rubric) | Standard, target, or achievement level (usually a %) Statement of student Success | Identify when and how data are collected, aggregated, and analyzed | Identify who is responsible  | List key findings (data) | Identify how results are used and shared. List any recommendations or action items |
| Proficiency in the performance of Current Procedural Terminology (CPT) coding. | Demonstrate appropriate use of medical terminology | MA A220Final Exam Question #1 | 80% of students will achieve 70%\* or higher | Each semester course is offered | Course Faculty |  |  |
|  | Demonstrate appropriate use of human anatomy terminology | MA A220Final Exam Question #2 | 80% of students will achieve 70%\* or higher | Each semester course is offered | Course Faculty |  |  |
|  | Demonstrate appropriate knowledge and application of Current Procedural Terminology (CPT) coding | MA A220Cumulative Current Procedural Terminology (CPT) Assignment | 80% of students will achieve 70%\* or higher | Each semester course is offered | Course Faculty |  |  |
| Proficiency in the performance of International Classification of Diseases, Clinical Modification diagnostic (ICD-10) coding. | Demonstrate appropriate knowledge and application of International Classification of Diseases, Clinical Modification diagnostic (ICD-10) coding | MA A220Cumulative International Classification of Diseases, Clinical Modification diagnostic (ICD-10) coding Assignment | 80% of students will achieve 70%\* or higher | Each semester course is offered | Course Faculty |  |  |
| Proficiency in the performance of Healthcare Common Procedure Coding System (HCPCS) coding. | Demonstrate appropriate knowledge and application of Healthcare Common Procedure Coding System (HCPCS) coding | MA A220Cumulative Healthcare Common Procedure Coding System (HCPCS) Assignment | 80% of students will achieve 70%\* or higher | Each semester course is offered | Course Faculty |  |  |
|  | Commitment to the coding profession by sitting for the AAPC Certified Professional Coder (CPC) Certification Exam | Participation of MA A320 students >=60% | AAPC CPC Certification exam score of 70%\* or higher | Annually | Course Faculty |  |  |