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UNIVERSITY OF MYSORE
Estd.1916

Vishwavidyanilaya Karyasoudha
Crawford Hall, Mysuru- 570 005

—— (Re-accredited by NAAC at 'A') ——
—— (NIRF-2023 Ranked 44 in University Category & 71 in Overall Category) ——

No.: PMEB-1/10(4)/Spl./2023-24

Date: 04-11-2024

NOTIFICATION

Sub.: Syllabus and Examination pattern of **PG Diploma in Coding & Transcription** and **PG Diploma in Health Insurance & Records** courses under Specialized Programme from the academic year 2024-25-reg.

Ref.: 1. Decision of the BOS Meeting held on 18-10-2024.
2. Decision of the Academic Council meeting held on 22-10-2024.

******

The Board of Studies in **PG Diploma in Coding & Transcription** and **PG Diploma in Health Insurance & Records** at its meeting held on 18-10-2024 has recommended approve the Syllabus of **PG Diploma in Coding & Transcription** and **PG Diploma in Health Insurance & Records** courses in University of Mysore under specialized/specified programs from the academic year 2024-25.

The Academic Council has also approved the above said proposals at its meeting held on 22-10-2024 and the same is hereby notified.

The syllabus of **PG Diploma in Coding & Transcription** and **PG Diploma in Health Insurance & Records** Programmes course may be downloaded from the University website **https://uni-mysore.ac.in/PMEB/**.

REGISTRAR
REGISTRAR
University of Mysore
MYSURU - 570 005

To,
1. The Registrar (Evaluation), University of Mysore, Mysuru.
2. The Dean, Faculty of Science & Technology, DoS in Mathematics, Manasagangotri, Mysuru.
3. Prof. K. Kemparaju, DoS in Biochemistry, Manasagangothri, Mysuru.
4. The Principal, Cauvery College of Life Science & Management, #131/1, 2D, 2E, 2F, KBL Layout, Near Devegowda Circle, Alanahalli, Mysuru
5. The Deputy Registrar/ Asst. Registrar/ Superintendent, Examination Branch, UOM, Mysuru.
6. The PA to Vice-Chancellor/Registrar/Registrar (Evaluation), University of Mysore, Mysuru.
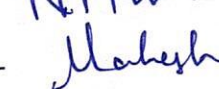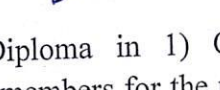7. Office Copy.

Proceedings of the BOS meeting related to **Postgraduate Diploma in 1)Coding and Transcription and 2) Health Insurance & Record,** held at Cauvery College of Life Sciences and Management, Mysore - 28 on 18th October, 2024 at 12.30PM, to discuss and approve the syllabus related to Postgraduate Diploma in 1) coding and Transcription, 2) Health Insurance &Record

Ref: Letter from Registrar No. PMEB -5/spl/13/BOS.2023-24 dated 09.10.2024.

MEMBERS PRESENT:

			SIGNATURES
1. Prof. Kempraju. k	-	Chairperson	-
2. Prof. Srikantasway.S	-	Member	-
3. Dr. Arvind R.M	-	Member	-
4. Mr Nithin Prasad	-	Member	- Nithin Prasad, M,
5. Mr Mahesh	-	Member	- Mahesha H. B
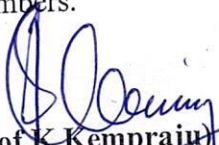
In the beginning, Chairman, BOS in Postgraduate Diploma in 1) Coding and Transcription and 2) Health Insurance & Record, welcome all the members for the meeting and brief the Agenda. The following decisions have been taken:

The scrutiny of Syllabus related to Postgraduate Diploma in 1)coding and Transcription and 2) Health Insurance & Record, were carried out and the regulations has been approved.

Finally, Chairman proposed vote of thanks to all the members.

(Prof K Kempraju)
Professor and Chairman,
BOS in Bachelor of Hospital Administration

PG Diploma in Health Insurance and Records

The Postgraduate Diploma in Health Insurance and Records is a one year course. It is crafted to prepare students for the intricacies of the healthcare insurance landscape and the management of medical records. As the healthcare sector evolves, professionals who can navigate insurance policies and effectively manage patient information are in high demand.

This program integrates theoretical foundations with practical skills, encompassing topics such as health insurance principles, claims processing, medical record management, and regulatory compliance. Students will gain a comprehensive understanding of the healthcare system, emphasizing the importance of accurate documentation and the ethical handling of patient data.

Through a blend of coursework and hands-on training, this diploma aims to develop critical competencies such as analytical thinking, problem-solving, and effective communication. Graduates will be well-equipped to contribute to the efficient functioning of healthcare organizations, ensuring optimal patient care and administrative effectiveness in an increasingly complex environment.

1. **Eligibility Criteria**

    - Bachelor's degree in any discipline (preferably life sciences or allied health sciences) preferably with below mentioned additional skills:
        - Language Proficiency: Good command of English, both written and spoken.
        - Basic Computer Skills: Familiarity with word processing and data entry.

2. **Medium of Instruction:**

    English shall be the medium of instruction for the subjects of study as well as for the examination.

3. **Duration of Course:**

    The Course shall extend over a period of one year. The duration of the course shall be on full time basis for a period of one year consisting of two semesters from the commencement of the academic term. Each semester would be of minimum twenty weeks
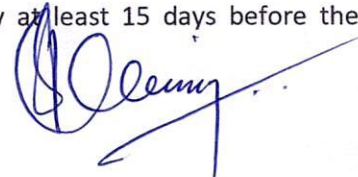
4. **Scheme of Examination:**

    There shall be two examinations one each at the end of each semester.

5. **Attendance:**

    Every candidate should have attended 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical. Only such candidates are eligible to appear for the university examinations in their first attempt. Special classes conducted for any purpose shall not be considered for the calculation of percentage of attendance for eligibility. A candidate lacking in prescribed percentage of attendance in any subjects either in theory or practical in the first appearance will not be eligible to appear for the University Examination in that subject.

6. **Internal Assessment (IA):**
    - There shall be a minimum of two periodical tests for each subject in every Semester. The average marks of the two tests, assignments, seminars etc will be calculated and reduced to 30. The marks of IA shall be communicated to the University at least 15 days before the

commencement of the University examination. The University shall have access to the records of such periodical tests etc.

- The marks of the internal assessment must be displayed on the notice board of the respective colleges with in a fortnight from the date test is held.
- If a candidate is absent for any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test within a fortnight.

7. Scheme of Examinations:

There shall be two university examinations, one each at the end each Semester.

8. Eligibility for Examinations:

A candidate shall be eligible to appear for first University examination at the end of six months from the commencement of the course and for subsequent Semester University examinations at an interval of six months provided He/she has satisfactorily completed the prescribed course and fulfilled the prescribed attendance at the end of each semester.

9. Declaration of Pass:

A candidate is declared to have passed the examination in a subject, if He /She secures 50% of marks in University Theory exam and Internal assessment added together, provided the candidate has to secure a minimum of 40% marks in the University conducted written examination.

10. Declaration of Class:

a) A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 75% of marks or more of grand total marks prescribed will be declared to have passed the examination with Distinction.

b) A candidate having appeared in all subjects in the same examination and passed that examination in the first attempt and secures 60% of marks or more but less than 75% of grand total marks prescribed will be declared to have passed the examination in First Class.

c) A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 50% of marks or more but less than 60% of grand total marks prescribed will be declared to have passed the examination in Second Class.

d) A candidate passing the university examination in more than one attempt shall be placed in Pass class irrespective of the percentage of marks secured by him/her in the examination.

11. Number of attempts:

A Candidate is permitted not more than three attempts for each subject to pass the examination. Candidate will not be allowed to continue the course if He/She fails to comply with the above stipulation. However, the candidate shall complete the course within three years from the date of admission. A candidate shall complete the course within three years from the date of admission failing which the candidate will be discharged.

12. Eligibility for the award of Degree

A candidate shall have passed in all the subjects to be eligible for award of degree.

13. Course of Study:

The course shall be pursued on full time basis. No candidate shall be permitted to work in a health care facility or a related organization or laboratory or any other organizations outside the institution while studying the course. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

Subject wise distribution of teaching hours

Semester	Main Subjects	Theory Hours	Hours of Practical Posting	Total
I	Introduction to Health Insurance	100	150	650
	Medical Terminology	100		
	Anatomy and Physiology	100		
	Health Insurance Processes and Policies	100		
	Legal and Ethical Issues in Health Insurance	100		
II	Introduction to Medical Records Management	100	120	650
	Medical Records Management	100		
	Coding and Classification Systems	100		
	Healthcare Reimbursement	100		
	Practical Sessions & Internship	-	130	

Distribution of marks

Sl No	Main Subjects	Written Paper		IA	Total
		Duration	Marks	Marks	
	First Semester				
1	Introduction to Health Insurance	3hrs	70	30	100
2	Medical Terminology	3hrs	70	30	100
3	Anatomy and Physiology	3hrs	70	30	100
4	Health Insurance Processes and Policies	3hrs	70	30	100
5	Legal and Ethical Issues in Health Insurance	3hrs	70	30	100
	Total				**500**
	Second Semester				
6	Introduction to Medical Records Management	3hrs	70	30	100
7	Medical Records Management	3hrs	70	30	100
8	Coding and Classification Systems	3hrs	70	30	100
9	Healthcare Reimbursement	3hrs	70	30	100
	Total				**400**
	GRAND TOTAL				**900**

I SEMESTER

IntroductiontoHealthInsurance

OverviewofHealthInsurance

- LearningObjectives:Understandthebasicsofhealthinsuranceanditsimportancein healthcare.

- Activities:Lecture,readings,discussion.

- Assessment:Shortquizonthehistoryandroleofhealthinsurance.

TypesofHealthInsurancePlans

- LearningObjectives:Familiarizewithdifferenttypesofhealthinsuranceplans(HMO, PPO, EPO, etc.).

- Activities:Lecture,casestudyanalysis.

- Assessment:Writtenassignmentontypesofhealthinsuranceplans.

HealthInsuranceTerminology

- LearningObjectives:Learntheterminologyusedinhealthinsurance.

- Activities:Lecture,flashcards,practiceexercises.

- Assessment:Weeklyquizzes,vocabularytests.

MedicalTerminology

BasicMedicalTerms

- LearningObjectives:Learnbasicmedicaltermsandthestructureofmedical words.

- Activities:Lecture,flashcards,practiceexercises.

- Assessment:Weeklyquizzes,vocabularytests.

Anatomyand PhysiologyTerms

- o LearningObjectives:Understandtermsrelatedtoanatomyandphysiology.
- o Activities:Lecture,diagramlabeling,groupdiscussion.
- o Assessment:Mid-moduleexam.

Anatomyand Physiology

OverviewofHumanBodySystems

- LearningObjectives:Gainacomprehensiveoverviewofhumanbodysystems.
- Activities:Lecture,videopresentations,interactivesessions.
- Assessment:Weeklyquizzes,shortessayassignments.

DetailedStudyofEachSystem

- LearningObjectives:Detailedunderstandingofeachbodysystem.
- Activities:Lecture,labsessions,group projects.

HealthInsuranceProcessesandPolicies

EnrolmentandClaimsProcessing

- LearningObjectives:Understandtheenrolmentprocessandhowhealthinsurance claims are processed.
- Activities:Lecture,casestudies,practicalexercises.
- Assessment:Writtenassignments,quizzes.

PolicyUnderwriting andRisk Management

- LearningObjectives:Learnaboutpolicyunderwritingandriskmanagementinhealth insurance.
- Activities:Lecture,casestudies,groupdiscussions.
- Assessment:Writtenassignments,quizzes.

LegalandEthicalIssuesinHealthInsurance

HealthInsurancePortabilityandAccountabilityAct(HIPAA)

- LearningObjectives:UnderstandHIPAAregulationsandtheirimpactonhealth insurance.

- Activities:Lecture,casestudies,groupdiscussions.

- Assessment:Writtenassignments,quizzes.

ConfidentialityandPrivacyinHealthInsurance

- LearningObjectives:Learnaboutconfidentialityandprivacyissuesinhealth insurance.

- Activities:Lecture,casestudies,groupdiscussions.

- Assessment:Writtenassignments,finalexam.

II SEMESTER

IntroductiontoMedicalRecordsManagement

OverviewofMedical Records

- LearningObjectives:Understandthebasicsofmedicalrecordsandtheirimportance in healthcare.

- Activities:Lecture,readings,discussion.

- Assessment:Shortquizonthehistoryandroleofmedicalrecords.

TypesofMedicalRecords

- LearningObjectives:Familiarizewithdifferenttypesofmedicalrecords(electronic, paper-based, hybrid).

- Activities:Lecture,casestudyanalysis.

- Assessment:Writtenassignmentontypesofmedicalrecords.

MedicalRecordsManagement

RecordKeepingandDocumentation

- LearningObjectives:Learntheprinciplesofrecordkeepinganddocumentationin healthcare.

- Activities:Lecture,practicalexercises,groupdiscussions.

- Assessment:Weeklyquizzes,practical assignments.

ElectronicHealthRecords(EHR)Systems

- LearningObjectives:UnderstandthecomponentsandfunctionsofEHRsystems.
- Activities:Lecture,softwaredemonstrations,interactivesessions.
- Assessment:Writtenassignments,mid-moduleexam.

CodingandClassificationSystems

InternationalClassificationofDiseases(ICD-10)

- LearningObjectives:LearnaboutICD-10anditsapplicationinmedicalrecords.
- Activities:Lecture,codingexercises,groupdiscussions.
- Assessment:Codingassignments,quizzes.

CurrentProceduralTerminology(CPT)

- LearningObjectives:UnderstandCPTcodinganditsuseinmedicalrecords.
- Activities:Lecture,codingpractice,casestudies.
- Assessment:Codingassignments,practicalexams.

HealthcareReimbursement

BasicsofHealthcareReimbursement

- LearningObjectives:Understandhealthcarereimbursementprocesses.
- Activities:Lecture,casestudyanalysis,groupdiscussions.
- Assessment:Writtenassignments,quizzes.

BillingandCodingforReimbursement

- LearningObjectives:Learnbillingandcodingtechniquesforreimbursement.
- Activities:Lecture,practicalexercises,groupdiscussions.
- Assessment:Billingandcodingassignments.

PracticalSessionsand Internship

Hands-onPracticeinHealthInsuranceandMedicalRecords Management
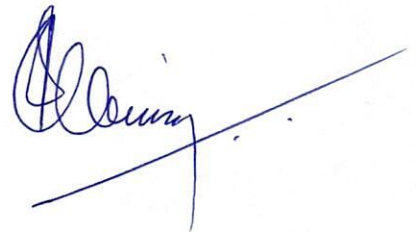
- LearningObjectives:Applyskillsinreal-worldsettings.

- Activities:Practicalexercises,internship.

- Assessment:Performanceevaluation,practicalexams.

Real-worldCaseStudiesand Internship

- LearningObjectives:Gainpracticalexperiencethroughcasestudiesandinternships.

- Activities:Casestudyanalysis,internship,finalproject.

- Assessment:Casestudyreports,internshipperformanceevaluation,finalproject presentation.

LearningResources

- Textbookson HealthInsurance, MedicalTerminology,Anatomy, andPhysiology

- HealthInsurancePolicyManuals

- Medical DictionariesandCodingManuals(ICD-10,CPT)

- OnlineDatabasesandJournals

- SoftwareforHealthInsuranceandMedicalRecordsManagementPractice

PG Diploma in Coding and Transcription

The Postgraduate Diploma in Coding and Transcription is a one year course. It is designed to equip students with the essential skills and knowledge required to excel in the dynamic fields of healthcare documentation and coding. As the healthcare industry increasingly relies on accurate and efficient documentation, professionals trained in medical transcription and coding play a crucial role in ensuring patient care quality and regulatory compliance.

This program combines theoretical knowledge with practical application, covering vital topics such as medical terminology, anatomy, health information management, and coding systems. Students will engage in hands-on training that prepares them for real-world challenges, fostering a comprehensive understanding of the workflow in healthcare settings.

Our curriculum is structured to support the development of critical thinking, attention to detail, and a commitment to maintaining confidentiality and ethical standards. Graduates will emerge as competent professionals ready to contribute to the evolving landscape of healthcare documentation and coding, making a meaningful impact in their chosen careers.

1. **Eligibility Criteria**

   - Bachelor's degree in any discipline (preferably life sciences or allied health sciences) preferably with below mentioned additional skills:
     - Language Proficiency: Good command of English, both written and spoken.
     - Basic Computer Skills: Familiarity with word processing and data entry.

2. **Medium of Instruction:**

   English shall be the medium of instruction for the subjects of study as well as for the examination.

3. **Duration of Course:**

   The Course shall extend over a period of one year. The duration of the course shall be on full time basis for a period of one year consisting of two semesters from the commencement of the academic term. Each semester would be of minimum twenty weeks
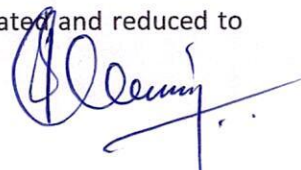
4. **Scheme of Examination:**

   There shall be two examinations one each at the end of each semester.

5. **Attendance:**

   Every candidate should have attended 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical. Only such candidates are eligible to appear for the university examinations in their first attempt. Special classes conducted for any purpose shall not be considered for the calculation of percentage of attendance for eligibility. A candidate lacking in prescribed percentage of attendance in any subjects either in theory or practical in the first appearance will not be eligible to appear for the University Examination in that subject.

6. **Internal Assessment (IA):**

   - There shall be a minimum of two periodical tests for each subject in every Semester. The average marks of the two tests, assignments, seminars etc will be calculated and reduced to

30. The marks of IA shall be communicated to the University at least 15 days before the commencement of the University examination. The University shall have access to the records of such periodical tests etc.

- The marks of the internal assessment must be displayed on the notice board of the respective colleges with in a fortnight from the date test is held.
- If a candidate is absent for any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test within a fortnight.

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There shall be two university examinations, one each at the end each Semester.

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9. Declaration of Pass:

A candidate is declared to have passed the examination in a subject, if He /She secures 50% of marks in University Theory exam and Internal assessment added together, provided the candidate has to secure a minimum of 40% marks in the University conducted written examination.

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c) A candidate having appeared in all the subjects in the same examination and passed that examination in the first attempt and secures 50% of marks or more but less than 60% of grand total marks prescribed will be declared to have passed the examination in Second Class.

d) A candidate passing the university examination in more than one attempt shall be placed in Pass class irrespective of the percentage of marks secured by him/her in the examination.

11. Number of attempts:

A Candidate is permitted not more than three attempts for each subject to pass the examination. Candidate will not be allowed to continue the course if He/She fails to comply with the above stipulation. However, the candidate shall complete the course within three years from the date of admission. A candidate shall complete the course within three years from the date of admission failing which the candidate will be discharged.

12. Eligibility for the award of Degree

A candidate shall have passed in all the subjects to be eligible for award of degree.

13. Course of Study:

The course shall be pursued on full time basis. No candidate shall be permitted to work in a health care facility or a related organization or laboratory or any other organizations outside the institution while studying the course. No candidate shall join any other course of study or appear for any other examination conducted by this university or any other university in India or abroad during the period of study.

Subject wise distribution of teaching hours

Semester	Main Subjects	Theory Hours	Hours of Practical Posting	Total
I	Introduction to Healthcare Documentation	100	150	650
	Medical Terminology	100		
	Anatomy and Physiology	100		
	English Grammar and Punctuation	100		
	Medical Transcription Practice	100		
II	Medical Coding Fundamentals	100	120	650
	Advanced Medical Coding	100		
	Healthcare Reimbursement	100		
	Legal and Ethical Issues in Healthcare Documentation	100		
	Practical Sessions & Internship	-	130	

Distribution of marks

Sl No	Main Subjects	Written Paper		IA	Total
		Duration	Marks	Marks	
	First Semester				
1	Introduction to Healthcare Documentation	3hrs	70	30	100
2	Medical Terminology	3hrs	70	30	100
3	Anatomy and Physiology	3hrs	70	30	100
4	English Grammar and Punctuation	3hrs	70	30	100
5	Medical Transcription Practice	3hrs	70	30	100
	Total				**500**
	Second Semester				
6	Medical Coding Fundamentals	3hrs	70	30	100
7	Advanced Medical Coding	3hrs	70	30	100
8	Healthcare Reimbursement	3hrs	70	30	100
9	Legal and Ethical Issues in Healthcare Documentation	3hrs	70	30	100
	Total				**400**
	GRAND TOTAL				**900**

I SEMESTER

Introduction to Healthcare Documentation

- Overview of Medical Transcription
- Role and Responsibilities of Medical Transcriptionists
- History of Medical Transcription
- Healthcare Documentation Process

Medical Terminology

- Basic Medical Terms
- Prefixes, Suffixes and Root Words
- Anatomy and Physiology Terms
- Disease and Disorder Terminology
- Pharmacology Terms

Anatomy and Physiology

- Overview of Human Body Systems
- Detailed Study of Each System (Cardiovascular, Respiratory, Nervous, etc.)
- Common Diseases and Conditions

English Grammar and Punctuation

- Basic Grammar Rules
- Sentence Structure
- Punctuation and Capitalization
- Proof reading and Editing Techniques

Medical Transcription Practice

- Listening Skills and Typing Practice
- Transcribing Medical Reports (History and Physical, Discharge Summaries, Operative Reports, etc.)
- Use of Medical Dictionaries and References
- Formatting and Presentation of Medical Reports

II SEMESTER

Medical Coding Fundamentals

- Introduction to Medical Coding
- International Classification of Diseases (ICD-10)
- Current Procedural Terminology(CPT)

- Healthcare Common Procedure Coding System(HCPCS)
- Coding Guidelines and Conventions

Advanced Medical Coding

- In-depth Study of ICD-10,CPT, and HCPCS
- Coding for Various Medical Specialties (Cardiology, Orthopedics, Dermatology, etc.)
- Evaluation and Management (E&M)Coding
- Surgical and Procedural Coding
- Coding for Diagnostic Tests and Radiology

Healthcare Reimbursement

- Basics of Health Insurance
- Reimbursement Processes
- Medicare and Medicaid
- Commercial Insurances
- Billing and Coding for Reimbursement

Legal and Ethical Issues in Healthcare Documentation

- Health Insurance Portability and Accountability Act(HIPAA)
- Confidentiality and Privacy
- Legal Issues in Medical Documentation and Coding
- Ethical Standards and Practices

Practical Sessions and Internship

- Hands-on Practice in Medical Transcription
- Practical Coding Assignments
- Real-world Case Studies
- Internship in a Healthcare Facility or Medical Transcription/Coding Company

Learning Resources

- Textbooks on Medical Terminology, Anatomy, and Physiology
- Medical Dictionaries and Coding Manuals(ICD-10,CPT,HCPCS)
- Online Databases and Journals
- Software for Medical Transcription and Coding Practice

Assessment and Evaluation

Written Exams: Conducted at the end of each module to assess theoretical knowledge.

Practical Assignments: Regular transcription and coding tasks to evaluate practical skills.

TranscriptionandCodingProjects: Real-worldprojectstodemonstratecompetency.
InternshipPerformance: Evaluationbasedonfeedbackfromtheinternshipsupervisor.
FinalProjectPresentation: Comprehensiveprojectshowcasingtheskillslearned during the course.

DetailedWeeklyLessonPlans

IntroductiontoHealthcareDocumentation

Lesson 1: Introduction to Medical Transcription

- LearningObjectives:Understandthebasicsofmedicaltranscriptionandits importance in healthcare.
- Activities:Lecture,readings,discussion.
- Assessment:Shortquizonthehistoryandroleofmedicaltranscription.

Lesson2:HealthcareDocumentationProcess

- LearningObjectives:Familiarizewiththedocumentationprocessinhealthcare settings.
- Activities:Lecture,casestudy analysis.
- Assessment:Writtenassignmentonthedocumentationprocess.

MedicalTerminology

Lesson3:BasicMedicalTermsandWordStructure

- LearningObjectives:Learnbasicmedicaltermsandthestructureofmedical words.
- Activities:Lecture,flashcards,practiceexercises.
- Assessment:Weeklyquizzes,vocabularytests.

Lesson4:Anatomyand PhysiologyTerms

- LearningObjectives:Understandtermsrelatedtoanatomyandphysiology.
- Activities:Lecture,diagramlabeling,groupdiscussion.
- Assessment:Mid-moduleexam.

AnatomyandPhysiology

Lesson5: OverviewofHumanBodySystems

- LearningObjectives:Gainacomprehensiveoverviewofhumanbodysystems.
- Activities:Lecture,videopresentations,interactive sessions.
- Assessment:Weeklyquizzes,shortessayassignments.

Lesson6:DetailedStudyofEachSystem

- LearningObjectives:Detailedunderstandingofeachbodysystem.
- Activities:Lecture,labsessions,group projects.

EnglishGrammarandPunctuation

Lesson7: BasicGrammarRulesandSentence Structure

- LearningObjectives:Masterbasicgrammarandsentencestructure.
- Activities:Lecture,practiceexercises,peerreview.
- Assessment:Grammartests,sentenceconstructionexercises.

Lesson8:ProofreadingandEditingTechniques

- LearningObjectives:Developproofreadingandeditingskills.
- Activities:Lecture,editingpractice,groupdiscussions.
- Assessment:Proofreadingandeditingassignments.

Medical Transcription Practice

Lesson9:ListeningSkillsandTypingPractice

- LearningObjectives:Improvelisteningandtypingskillsfor transcription.
- Activities:Audiotranscriptionpractice,typingdrills.
- Assessment:Transcriptionassignments.

Lesson10:TranscribingMedicalReports

- LearningObjectives:Practicetranscribingvarioustypesofmedical reports.
- Activities:Transcriptionpractice,useofmedical dictionaries.
- Assessment:Transcriptionassignments,practicalexams.

MedicalCodingFundamentals

Lesson11:IntroductiontoMedicalCodingandICD-10

- LearningObjectives:Understandthebasicsofmedical codingandICD-10.
- Activities:Lecture,codingexercises,groupdiscussions.
- Assessment:Codingassignments,quizzes.

Lesson12:CPTandHCPCSCoding

- LearningObjectives:LearnCPTandHCPCScodingsystems.
- Activities:Lecture,codingpractice,casestudies.
- Assessment:Codingassignments, mid-moduleexam.

AdvancedMedicalCoding

Lesson13:In-depthStudyofICD-10,CPT,andHCPCS

- LearningObjectives:Gainanin-depthunderstandingofcodingsystems.

- Activities: Lecture, coding exercises, group discussions.
- Assessment: Coding assignments, quizzes.

Lesson 14: Evaluation and Management (E&M) Coding

- Learning Objectives: Learn E&M coding techniques.
- Activities: Lecture, coding practice, case studies.
- Assessment: Coding assignments, practical exams.

Healthcare Reimbursement

Lesson 15: Basics of Health Insurance and Reimbursement Processes

- Learning Objectives: Understand health insurance and reimbursement processes.
- Activities: Lecture, case study analysis, group discussions.
- Assessment: Written assignments, quizzes.

Lesson 16: Billing and Coding for Reimbursement

- Learning Objectives: Learn billing and coding techniques for reimbursement.
- Activities: Lecture, practical exercises, group discussions.
- Assessment: Billing and coding assignments.

Legal and Ethical Issues in Healthcare Documentation Lesson 17: HIPAA and Confidentiality

- Learning Objectives: Understand HIPAA regulations and confidentiality issues.
- Activities: Lecture, case studies, group discussions.
- Assessment: Written assignments, quizzes.

Lesson 18: Legal and Ethical Standards

- Learning Objectives: Learn legal and ethical standards in healthcare documentation.
- Activities: Lecture, case studies, group discussions.
- Assessment: Written assignments, final exam.

Practical Sessions and Internship

Lesson 19: Hands-on Practice in Medical Transcription and Coding

- Learning Objectives: Apply skills in real-world settings.
- Activities: Transcription and coding practice, internship.
- Assessment: Performance evaluation, practical exams.

Lesson 20: Real-world Case Studies and Internship

- Learning Objectives: Gain practical experience through case studies and internships.
- Activities: Case study analysis, internship, final project.
- Assessment: Case study reports, internship performance evaluation, final project presentation.