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STEP-BY-STEP

Medical Coding

Carol J. Buck
MS, CPC, CCS-P

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Stepbystep Medical Coding

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Stepbystep Medical Coding:

Step-by-step Medical Coding Carol J. Buck, 2004 Step by Step Medical Coding takes a practical approach to training students for a career in medical coding. It begins with an introduction to Current Procedural Terminology CPT followed by in depth explanations of the sections found in the CPT manual. Several chapters organized to follow the CPT codes by body system introduce various procedures and demonstrate how to code each one. Practice exercises following each step of information and at the end of each unit reinforce important concepts and allow users to check their comprehension. Unit 2 covers the International Classification of Diseases 9th Revision Clinical Modification ICD 9 CM and Unit 3 offers information about third party reimbursement. Appendices provide the official ICD 9 CM guidelines for coding and reporting answers to the in text exercises and the documentation guidelines for E M services. Instructor resources are available; please contact your Elsevier sales representative for details. Repetition of skills in each chapter reinforces material and creates a logical progression to for easy learning as well as illustrating skill integration. In text exercises throughout each chapter immediately reinforce the coding rules and concepts emphasizing the step by step organization of the book. Medical procedures or conditions are illustrated and discussed in the text help readers understand the services being coded. From the Trenches feature highlights a different real life medical coding practitioner in each chapter with photographs throughout the chapter alongside quotes that offer practical advice or motivational comments. Coding Shots contain tips for the new coder. Stop notes offer a brief summary of material that was just covered and provide a transition to the next topic. Caution notes warn students of common coding mistakes and reinforce the concept of coding as an exact science. Check This Out boxes offer notes relevant to the coding profession. Official Coding and Reporting Guidelines boxes in the chapter on Using the ICD 9 CM contain excerpts of the actual guidelines so the reader can see the official wording presented alongside discussions of that topic in the text. Format for answers includes four response variations: 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 blank s guide readers through the most difficult coding scenarios, and answer blanks with a preceding symbol prompt the reader to decide the number of codes necessary to correctly answer the question. New illustrations enhance the quality of the text and illustrate the most important coding concepts. Documentation Guidelines for Evaluation and Management Services has been added as an appendix. Official Guidelines for Coding and Reporting boxes in the chapter on Using the ICD 9 CM chapter 15 have been modified to visually indicate inpatient vs outpatient use based on the 2003 changes to the guidelines. Expanded glossary familiarizes new coders with important terms. Concrete real life examples demonstrate the application of important coding principles and practices such as financial losses that can result from inappropriate coding. Updated improved chapter learning objectives and end chapter review questions help readers focus on essential chapter content.

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