



**COURSE OUTLINE : MOA 197**  
**D Credit – Degree Applicable**  
**COURSE ID 010502**  
**Cyclical Review: November 2021**

**COURSE DISCIPLINE :** MOA  
**COURSE NUMBER :** 197  
**COURSE TITLE (FULL) :** Body System Diseases & Diagnoses for Medical Office Staff  
**COURSE TITLE (SHORT) :** Diseases & Diagnosis for Medical Office Staff  
**ACADEMIC SENATE DISCIPLINE:** Office Technology

#### **CATALOG DESCRIPTION**

MOA 197 is an introduction to the disease and diagnosis in the human body their treatment and therapeutic measures. The course emphasizes the understanding of various common diseases: the etiology, signs and symptoms, and methods of diagnosis, along with prognosis, medical treatments, and therapeutic procedures that are related and used for medical charting, and documentation for coders and other healthcare providers.

Total Lecture Units:3.00

Total Laboratory Units: 0.00

**Total Course Units: 3.00**

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00**

**Total Out-of-Class Hours: 108.00**

Prerequisite: MOA 181 or MOA 182.



**ENTRY STANDARDS**

	Subject	Number	Title	Description	Include
1	MOA	182	Medical Terminology	Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology;	Yes
2	MOA	182	Medical Terminology	demonstrate a basic vocabulary of medical terms for each body system;	Yes
3	MOA	181	Basic Medical Terminology	explain terms for common medical terms used in a medical setting	Yes

**EXIT STANDARDS**

- 1 identify abbreviations and symbols relating to drugs and determine appropriate medical codes
- 2 identify the most common disease processes for each body system;
- 3 determine medical codes for various diseases, signs/symptoms, methods for determining the diagnosis, and typical treatment for common medical conditions;
- 4 explain the difference between diagnosis and therapeutic measures in the context of disease process

**STUDENT LEARNING OUTCOMES**

- 1 List concepts and mechanisms for disease and diagnosis
- 2 correlate selected medical codes for various diseases, diagnosis and therapeutic measures including drugs
- 3 Determine accurate code for disease, diagnosis, services, therapeutic and drug measures
- 4 Differentiate between diseases, signs, symptoms, services, therapeutic measures, and drugs

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

	Description	Lecture	Lab	Total Hours
1	Overview of the History of Medicine and diseases related to human body, understand disease, diagnosis and therapeutic services <b>as they relate</b> to medical coding  <ul style="list-style-type: none"> <li>• Introduction to body systems</li> <li>• Disease concepts and terminology</li> <li>• Cause of disease</li> <li>• Treatment of disease</li> <li>• Diagnostic testing</li> </ul>	10	0	10



2	<p>Coding of various mechanism of Diseases &amp; disorders</p> <ul style="list-style-type: none"> <li>• Introduction to disease</li> <li>• Immunity and disease</li> <li>• Infectious and parasitic disease</li> <li>• Chronic and acute disease</li> <li>• Hereditary and metabolic disease</li> </ul>	10	0	10
3	<p>Coding of Diseases of the Circulatory System, blood and blood forming organs and respiratory systems diseases</p> <ul style="list-style-type: none"> <li>• Respiratory System</li> <li>• Blood and blood forming organs</li> <li>• Circulatory system</li> </ul>	6	0	6
4	<p>Coding of diseases of the reproductive system, pregnancy, childbirth, and perinatal conditions</p> <ul style="list-style-type: none"> <li>• Pregnancy, Child birth and perinatal</li> <li>• Abortion and Ectopic pregnancy</li> <li>• Congenital and Hereditary anomalies</li> </ul>	6	0	6
5	<p>Coding of disease of the Nervous, Genitourinary and gastrointestinal diseases</p> <ul style="list-style-type: none"> <li>• The Digestive System</li> <li>• The Nervous System disorders</li> <li>• The Genitourinary System</li> </ul>	6	0	6
6	<p>Coding of various injuries, burns, poisoning, neoplasm, and complications of care</p> <ul style="list-style-type: none"> <li>• Injuries &amp; accidents</li> <li>• Burns &amp; falls</li> <li>• Poisoning &amp; allergies</li> <li>• Adverse &amp; toxic effects</li> <li>• Complications of surgery, surgical services and follow up care</li> </ul>	10	0	10
7	<p>Coding of diseases of the the skin, musculoskeletal, and endocrine diseases</p> <ul style="list-style-type: none"> <li>• The skin and subcutaneous tissue</li> <li>• The musculoskeletal and connective tissue</li> <li>• The Endocrine, and nutritional</li> </ul>	6	0	6
<b>54</b>				



**OUT OF CLASS ASSIGNMENTS**

- 1 Assign accurate billable codes for reimbursement of patient care services, procedures and diagnosis on a medical chart
- 2 Conduct audit on a medical chart on services provided, completed by a peer, and submit for billing & reimbursement
- 3 Write a report on cause of disease, discuss etiology, signs & symptoms, treatment and prognosis for a given body system and its related disease

**METHODS OF EVALUATION**

- 1 quizzes;
- 2 midterm examinations;
- 3 written reports;
- 4 final examination.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Human Diseases A Systemic Approach	Required	Wolters Kluwer	8	print	Zelman, Mark	9780133424744	2015
The Complete Official Code Book	Required	Optum 360		Print	American Medical Association	978-1622027736	2019
CPT Professional 2019	Required	AMA		Print	American Medical Association	978-1622027521	2019