

MOA197 : Body System Diseases & Diagnoses for Medical Office Staff

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA197
Course Title (CB02) :	Body System Diseases & Diagnoses for Medical Office Staff
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology *
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000616228
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	MOA 197 is an introduction to diseases and diagnoses in the human body, their treatments, and therapeutic measures. The course emphasizes the understanding of various common diseases: the cause, 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.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	• Grade with Pass / No-Pass Option
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Pre-Collegiate Level (CB21)	Course Support Course Status (CB26)
	Not applicable.	Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
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No Value	No Value	No Value	No Value
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Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

MOA181 - Basic Medical Terminology (in-development)

Objectives

- Explain terms for common medical terms used in a medical setting.

OR

Prerequisite

MOA182 - Medical Terminology for Body Systems (in-development)

Objectives

- Identify the four key components (root, suffix, prefix, combining form) and three rules that form the basics of understanding medical terminology.
- Demonstrate medical terms, and definitions for each body system.
- Explain terms for common diagnostic and therapeutic interventions for each body system.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction

Discussion

Methods of Instruction

Multimedia

Methods of Instruction

Collaborative Learning

Methods of Instruction

Demonstrations

Methods of Instruction

Guest Speakers

Out of Class Assignments

- Assign accurate billable codes for reimbursement of patient care services, procedures and diagnosis on a medical chart
- Conduct audit on a medical chart on services provided, completed by a peer, and submit for billing & reimbursement
- 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

Rationale

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examinations

Report

Written reports

Exam/Quiz/Test

Final examination

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

Zelman, Mark

Human Diseases A Systemic Approach

Pearson

2015

9780133424744

American Medical Association

The Complete Official Code Book

Optum 360

2019

978-1622027736

American Medical Association

CPT Professional 2019

AMA

2019

978-1622027521

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Identify abbreviations and symbols relating to drugs and determine appropriate medical codes.

Identify the most common disease processes for each body system.

Determine medical codes for various diseases, signs/symptoms, methods for determining the diagnosis, and typical treatment for common medical conditions.

Explain the difference between diagnosis and therapeutic measures in the context of disease process.

SLOs

List concepts and mechanisms for disease and diagnosis.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
<i>MOA</i> Medical Assistant Certificate	Explain health data and clinical documentation principles, standards and guidelines
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Identify knowledge of Medical terminology within the human body system
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Identify knowledge of medical terminology within the body system

Correlate selected medical codes for various diseases, diagnosis and therapeutic measures including drugs. Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
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Differentiate between diseases, signs, symptoms, services, therapeutic measures, and drugs.

Expected Outcome Performance: 70.0

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Course Content**Lecture Content****Overview of the History of Medicine and diseases related to human body, understand disease, diagnosis and therapeutic services as they relate to medical coding (10 hours)**

- Introduction to body systems
- Disease concepts and terminology
- Cause of disease
- Treatment of disease
- Diagnostic testing

Coding of various mechanism of Diseases & disorders (10 hours)

- Introduction to disease
- Immunity and disease
- Infectious and parasitic disease
- Chronic and acute disease
- Hereditary and metabolic disease

Coding of Diseases of the Circulatory System, blood and blood forming organs and respiratory systems diseases (6 hours)

- Respiratory System
- Blood and blood forming organs
- Circulatory system

Coding of diseases of the reproductive system, pregnancy, childbirth, and perinatal conditions (6 hours)

- Pregnancy, Child birth and perinatal
- Abortion and Ectopic pregnancy
- Congenital and Hereditary anomalies

Coding of disease of the Nervous, Genitourinary and gastrointestinal diseases (6 hours)

- The Digestive System
- The Nervous System disorders
- The Genitourinary System

Coding of various injuries, burns, poisoning, neoplasm, and complications of care (10 hours)

- Injuries & accidents
- Burns & falls
- Poisoning & allergies
- Adverse & toxic effects
- Complications of surgery, surgical services and follow up care

Coding of diseases of the skin, musculoskeletal, and endocrine diseases (6 hours)

- The skin and subcutaneous tissue
- The musculoskeletal and connective tissue
- The Endocrine, and nutritional

Total Hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value