



Medical Terminology Course Syllabus

Prerequisites: None.

Clock Hours: 40 (Note: 40 clock hours accounts only for time spent in the online course and does not include time spent outside the course or study time. Study time will vary widely per individual.)

Course Length: To be completed at student's own pace within a 12-month period or less. Enrollment date begins at date of purchase.

Class Hours: Days/Times Per Week: Online course, independent self-study, no classroom meetings; student may login to course at their own time schedule, no specific login times. Students may email course content questions to coaching staff.

Certificate of Completion Issued: Yes

Course Description: Medical Terminology introduces the student to the medical terminology used in the medical coding and reimbursement profession and covers medical terminology and anatomy from a coder's perspective. This course would be valuable for anyone preparing for a career in any non-clinical medical profession, and strongly recommended for anyone who is preparing for an AAPC certification examination.

Course Objectives:

- Correctly identify the roles of the four types of word parts in forming medical terms.
- Analyze unfamiliar medical terms using your knowledge of word parts
- Define anatomy and physiology and use anatomic reference systems to identify the anatomic position for all major organ systems.
- Master anatomy as it relates to the procedural coding manual
- Understand disease terms as they relate to the diagnostic coding manual

Course Content:

- Introduction to Medical Terminology
- Disease and Treatment
- Integumentary System
- Skeletal and Muscular Systems
- Nervous System and Mental Health
- Special Senses and Endocrine System
- Cardiovascular and Lymphatic Systems; Blood and Immunity
- Respiratory and Digestive Systems
- Urinary and Male Reproductive Systems
- Female Reproductive System, Pregnancy and Birth
- Final Exam

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises and other assignments, audio/video lectures, chapter review exams, and a final exam. To receive a certificate of completion, students must successfully complete the course within the allotted time frame of 4 months or less (monthly extensions may be purchased).

Successful course completion includes:

- An attempt of all required assignments
- A passing score of 70% or higher on all chapter exams
- A passing score of 70% or higher on the final exam
- An overall final course score of 70% or higher

No reduced hours in the course or tuition discount for previous education or training will be granted.

Included Textbooks:

1. Medical Terminology an Illustrated Guide, Ninth Edition; Barbara Janson Cohen, Shirley A. Jones; Jones & Bartlett Learning; ISBN: 978-1-975-13637-6

Recommended Textbooks/Supplies (Not Included):

1. Medical dictionary, any publisher

Computer Requirements: High-speed Internet connection with Blackboard supported Operating System & Web browser. For the best experience, use a laptop or desktop is required.

Fees listed do not include any recommended textbooks/supplies or computer requirements, which are to be purchased separately by the student. Prices are variable and subject to change, see Legacy Education website for most current enrollment fee. www.medicalbillco.com