MEDICAL
CODING LAB

Student Getting Started Guide

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SPECIFICATIONS

Access to Medical Coding Lab is acquired by redeeming an access code, purchased either through a code on the inside cover of a new book, a physical access card, or digital "instant access" sale. Medical Coding Lab is an online interactive program designed to make this complex subject matter easier for students to master. The content coordinates with the title "Conquer Medical Coding: A Critical Thinking Approach with Coding Simulations" by Jean H. Jurek, Stacey Mosay, and Daphne Neris.

Medical Coding Lab is compatible with Internet Explorer 9+, and the latest versions of Mozilla Firefox, Google Chrome, and Apple Safari. It also incorporates responsive design, which means it should work on most mobile devices as well as home computers.

Certain exercises found on Medical Coding Lab require Adobe Flash Player. Adobe Acrobat or Adobe Reader is required to view PDF files available. JavaScript needs to be enabled to view certain features of the program.
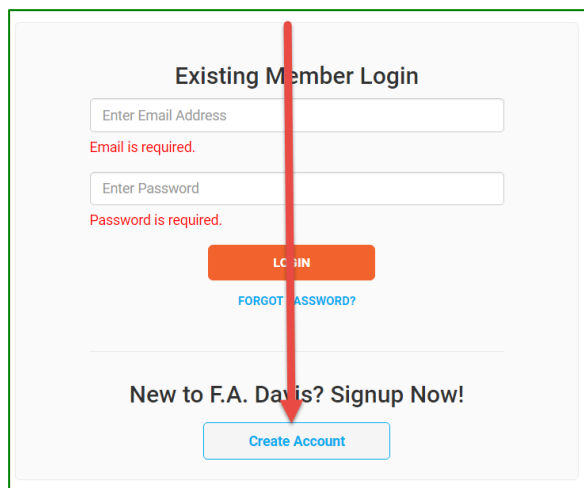
CREATING AN ACCOUNT

Creating an account only takes a moment.

To begin, go to www.MedicalCodingLab.com and click the "**Login/Join**" button, located in the top right corner of the homepage.
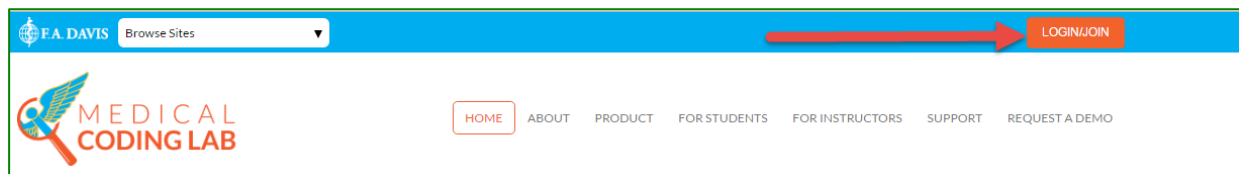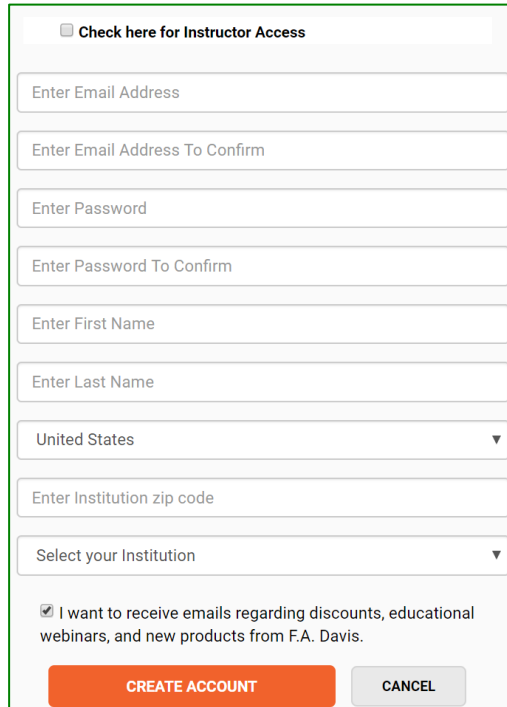

To create an account, click the "**Create Account**" button.

Next, enter your account credentials:

1. **Do not** click the box next to "*Check here for Instructor Access*."
2. Enter your e-mail address.
3. Create your password.
4. Enter your name.
5. Enter your school information.
6. Click the "Create Account" button.

☐ **Check here for Instructor Access**

Enter Email Address

Enter Email Address To Confirm

Enter Password

Enter Password To Confirm

Enter First Name

Enter Last Name

United States ▼

Enter Institution zip code
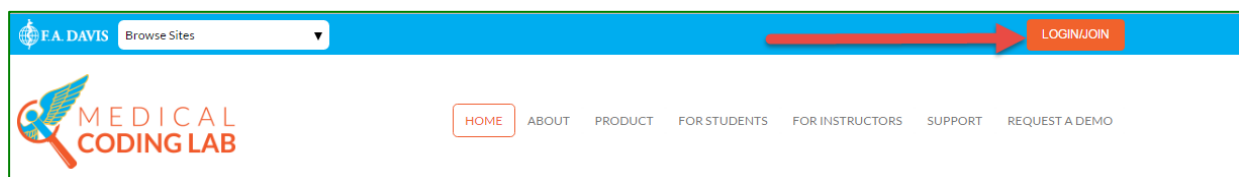
Select your Institution ▼

☑ I want to receive emails regarding discounts, educational webinars, and new products from F.A. Davis.

CREATE ACCOUNT   CANCEL

EXISTING MEMBERS

Once you have created an account, log into the site by clicking the "**Login /Join**" link.
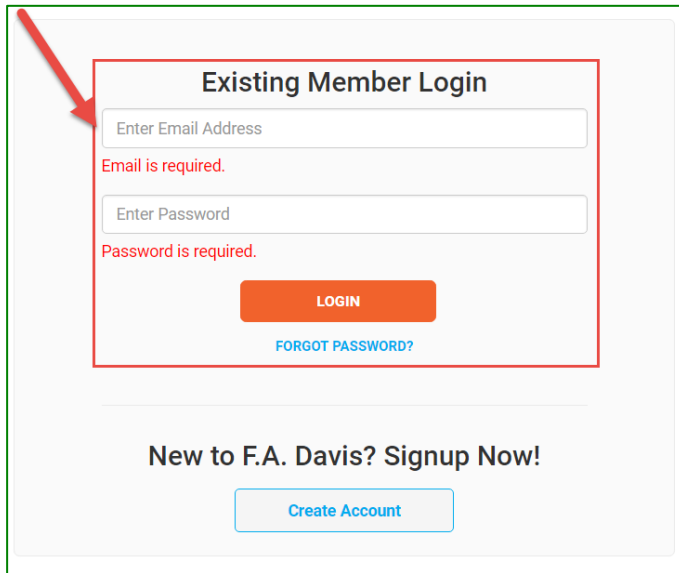
LOGIN/JOIN

MEDICAL CODING LAB

HOME   ABOUT   PRODUCT   FOR STUDENTS   FOR INSTRUCTORS   SUPPORT   REQUEST A DEMO

Enter your e-mail address and password and click "login."
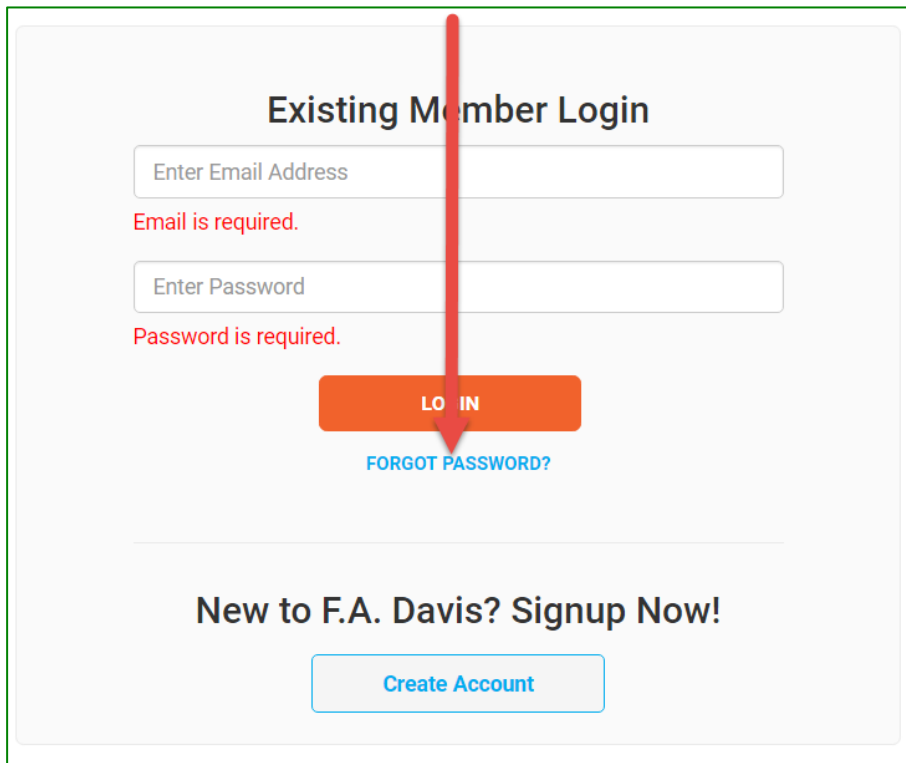
RESETTING PASSWORDS

You can reset your password by clicking the "**FORGOT PASSWORD**" link, then entering your e-mail address. A link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.

Passwords can be updated at any time on the "**My Account**" page. To access this, click the dropdown arrow located by the "Welcome" message, and click "My Account." Then, enter and confirm your new password.
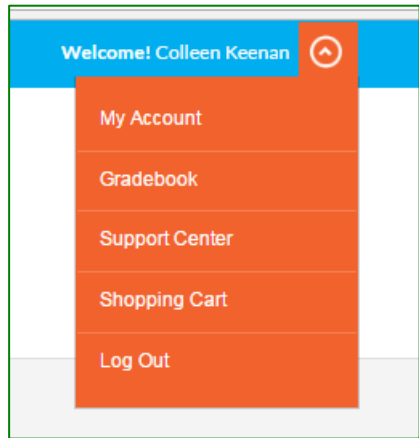
ACCESS CODE

Acquire access to the product either by entering a previously purchased access code or by purchasing instant access online. If you have previously registered with F. A. Davis, you will need to click the "Enter/Buy Access Code" link to choose whether to purchase or redeem.
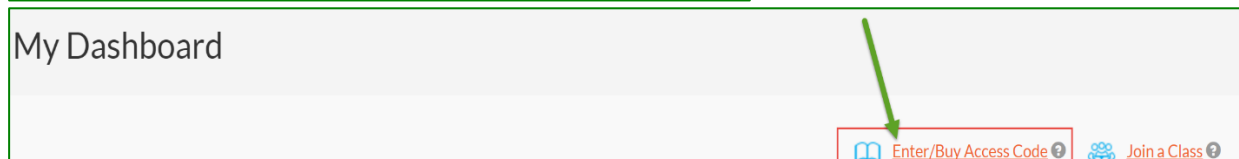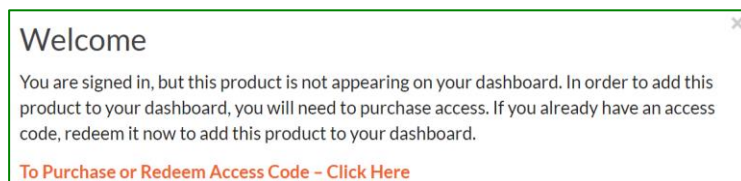
CLASS ID

You must enter a Class ID in order for your instructor to see your work. The Class ID will be provided to you by your instructor.

F. A. Davis Company | All materials copyright © 2017
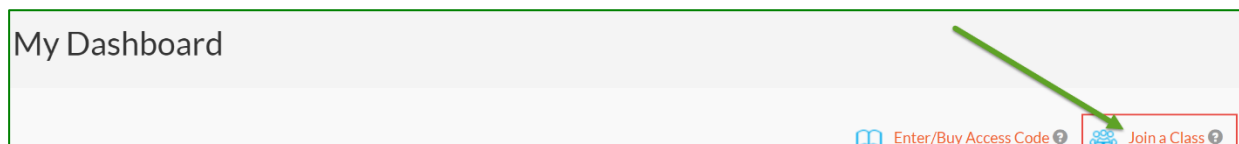
Join a Class

If you are part of a class, your instructor will give you a class ID that will link you to the assignments associated with that class. If you have an ID, enter it in the box below.

By entering a Class ID, you give your instructor permission to monitor your progress and modify the default settings for this product, such as access to topics and activities and progress.

Your instructor will need to confirm your enrollment before you gain access to the class.

To avoid losing any work based on instructor class set up preference, we strongly recommend waiting to complete any work until you are accepted into your instructor's class.

If you join a class, your Independent Study will no longer appear on your dashboard.

Class Code:

Class ID Here.

How do I Find My Class ID?

SKIP   JOIN CLASS

Once the instructor has accepted you into the class, you will be able to access the materials they have prepared for you by clicking on the "Enter" button (see next section).

DASHBOARD

After logging into Medical Coding Lab, the dashboard will be displayed. Initially the student will not see any classes. However, upon entering the Class ID and receiving the instructor's acceptance, the class will appear.

MEDICAL CODING LAB

My Dashboard

Enter/Buy Access Code   Insert Class ID

Medical Coding Lab for Conquer Medical Coding
Jean Jurek
Student Guide | F. A. Davis.com | DavisPlus product page
Access Expires - **June 21, 2837**

Class

Class Title : Medical Coding
Instructor Name : Eric Van Osten
Description : MWF 3:00
Class Term : March 07, 2016 - June 10, 2016
Last Access : March 07, 2016
Remaining Days : 94
Next Due Assignment | Instructor's Feedback **1** | Discussion Forum | My Gradebook
ENTER

Click here if you wish to un-enroll from this Class

ACCESSING LESSONS
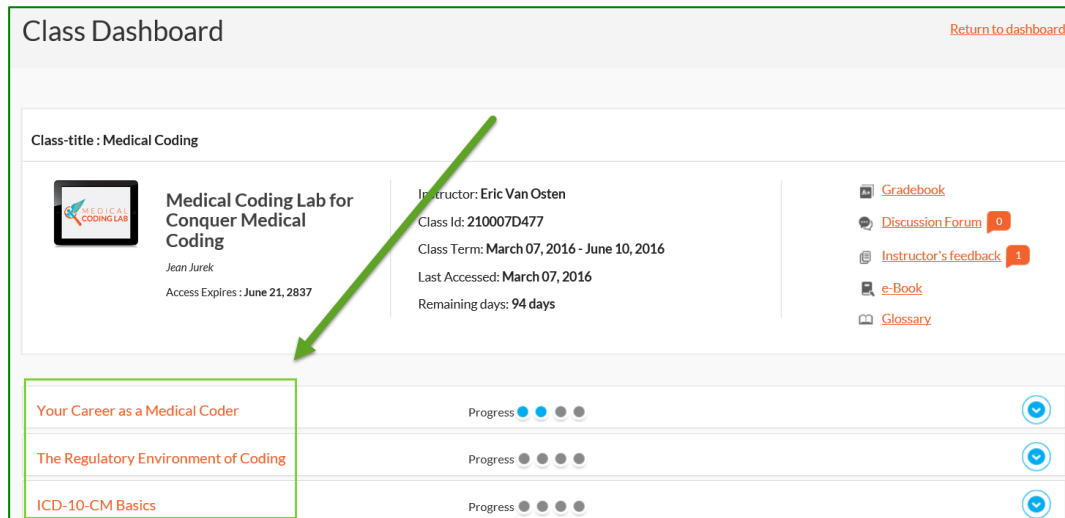
A Medical Coding Lab class includes various lessons in which students will complete activities. After the instructor admits the students into the class, they can access the "Next Due Assignment" by clicking the link,or view the overall class by clicking the "Enter" button on the dashboard.

Class Title : Medical Coding

Instructor Name : Eric Van Osten

Description : MWF 3:00

Class Term : March 07, 2016 - June 10, 2016

Last Access : March 07, 2016

Remaining Days : 94

Next Due Assignment | Instructor's Feedback 1 | Discussion Forum | My Gradeb

ENTER

CLASS DASHBOARD

The Class Dashboard will display all lessons. Students click the lesson they would like to work on.

Class Dashboard   Return to dashboard

Class-title : Medical Coding

Medical Coding Lab for Conquer Medical Coding

Jean Jurek

Access Expires : June 21, 2837

Instructor: Eric Van Osten

Class Id: 210007D477

Class Term: March 07, 2016 - June 10, 2016
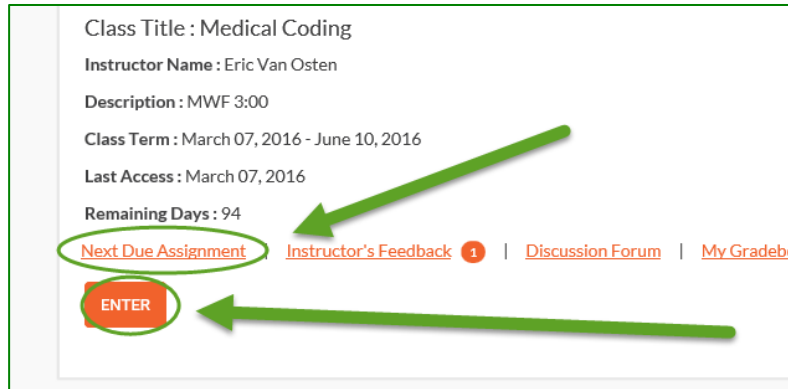
Last Accessed: March 07, 2016

Remaining days: 94 days

Gradebook

Discussion Forum 0

Instructor's feedback 1

e-Book

Glossary

Your Career as a Medical Coder   Progress ● ● ● ●   ⌄
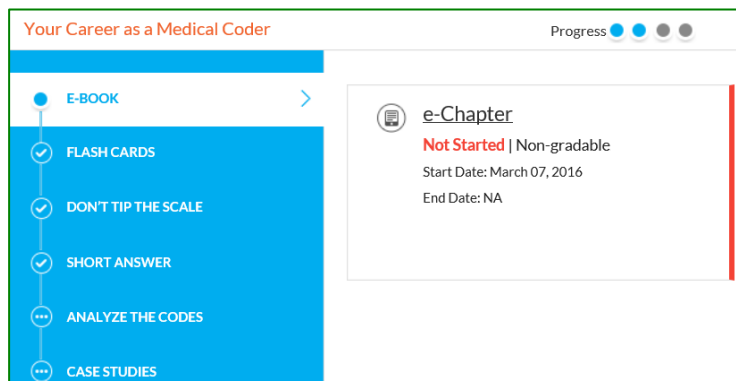
The Regulatory Environment of Coding   Progress ● ● ● ●   ⌄

ICD-10-CM Basics   Progress ● ● ● ●   ⌄

ACCESSING ACTIVITIES

To access an activity, students click the lesson to expand its content. There are many activities available in each lesson. Students click on each to expose the activity links and begin working.

Your Career as a Medical Coder   Progress ● ● ● ●

● E-BOOK   ›

✓ FLASH CARDS

✓ DON'T TIP THE SCALE

✓ SHORT ANSWER

⋯ ANALYZE THE CODES

⋯ CASE STUDIES

e-Chapter

Not Started | Non-gradable

Start Date: March 07, 2016

End Date: NA

Progress

Each lesson has a progress bar that turns blue as activities are completed.
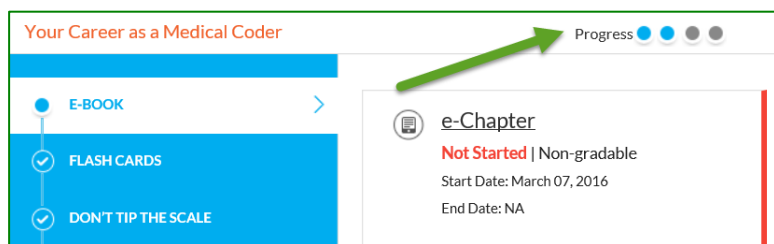
Activity Types

Medical Coding Lab offers a number of activity types for the students to complete.

e-Book by Lesson

The interactive e-Book can be accessed directly in the product, divided by lesson. Students can alternatively access the comprehensive e-Book through the "e-Book" link at the top of the page.
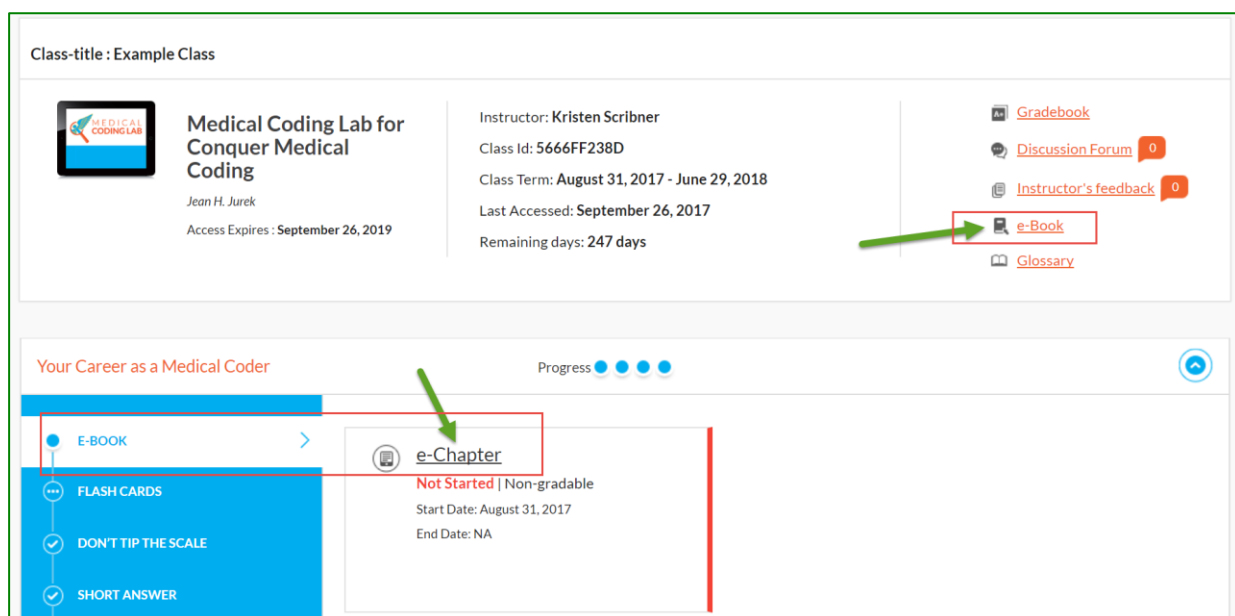
Flash Cards
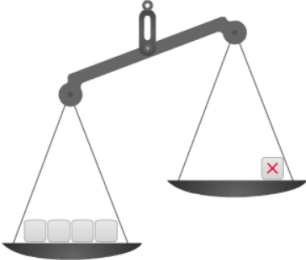
Key terminology is presented in electronic flash cards. Like the rest of the product, these cards can be accessed on handheld devices so that students on-the-go can review them wherever they are, whenever they want.

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Abuse

Actions that improperly use another person's resources.
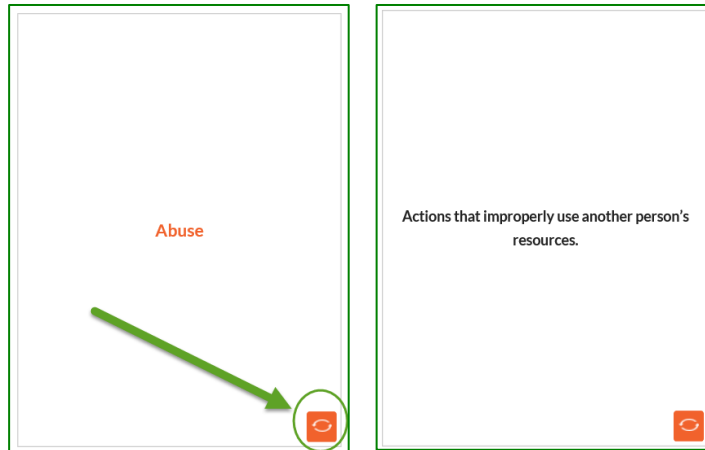
Don't Tip the Scale

This is a terminology game in which students are provided a clue about a term and then select letters to spell it. Guessing too many incorrect letters causes the scale to tip.

1. Legislation designed to protect people's private health information

H _ _ _ _ A A

A B C D E F G H I J K L M
N O P Q R S T U V W X Y
Z

SUBMIT

Question 1 of 5

Short Answer

Students type answers to the questions in the fields provided and then submit. These questions are not automatically scored; the instructor needs to manually review them or set them up as Group Assignments.

1. Medical coders need to protect the information in a patient's records, especially when it comes to sharing the information with providers and payers. Explain the four main purposes of the **Health Insurance Portability and Accountability Act (HIPAA)** law. What are the three key HIPAA administrative simplification provisions? Describe the four ways in which the **HIPAA** law helps coders to protect patient information.

SUBMIT

Question 1 of 1

Analyze the Codes

CPT lessons include this activity, in which the student selects all of the pertinent elements for an accurate CPT code assignment. Other elements may be provided that would not be appropriate for that code.

1. Which of the following options apply to code 45330? *Select all that apply.*

   ☐ **A.** Diagnostic
   ☐ **B.** Therapeutic
   ☐ **C.** Before splenic fissure
   ☐ **D.** Beyond splenic fissure
   ☐ **E.** To cecum
   ☐ **F.** Biopsy
   ☐ **G.** Forceps
   ☐ **H.** Brushing

   SUBMIT   ◁ Question 1 of 2 ▷

Build Medical Codes

For ICD-10 lessons, students are provided case scenarios and then continue to code the patient diagnosis through a drag-and-drop activity. Correct answers are provided after the student submits the work.

1. What is the diagnosis code for diabetic ulcer?

Category			Subcategory		

Category			Subcategory		
E10	E11	B95	.621	.622	.620
L97	L03	A49	.424	.524	.504
			.404	.423	.02
			.116	.61	.62

SUBMIT   ◁ Question 1 of 4 ▷

Case Studies

A short patient scenario is provided, followed by multiple choice questions. Correct answers are provided after the student submits the work. If students need to review the scenario while answering questions, they may click on the "**View your case**" dropdown at the top to reveal the text.

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Exercise 1: Multiple Choice Questions ⊙

Medical Coding Lab for Conquer Medical Coding 2017
by Jean H. Jurek

CPT: Medicine Codes

Ⓥ Quick Jump to Activities

Practice Mode

View your case

Kyle is a 12-year-old patient who presents to his pediatrician today for an annual wellness examination. Kyle is due for his MMR vaccine today and the provider discusses the HPV vaccine with Kyle as well as his mother. The provider spends approximately 15 minutes explaining both vaccines and answering some concerning questions Kyle's mother has regarding boys receiving HPV and other concerns that center on the MMR immunization.

1. What is the correct Current Procedural Terminology (CPT) code for the measles, mumps, and rubella (MMR) vaccine?

    ○ **A.** 90704
    ○ **B.** 90705
    ○ **C.** 90706
    ○ **D.** 90707

    SUBMIT

    ⟨ Question 1 of 6 ⟩

Capstone Cases

In this area, a more complicated patient scenario is provided, often with comprehensive operative notes, radiology reports, or physician notes, followed by multiple choice questions. Correct answers, with rationales, are provided after the student submits the work. This is a standalone section with a total of 15 cases; each Capstone Case requires knowledge about ICD-10, CPT, and HCPCS coding. Lesson case studies (see above) require knowledge only of that particular lesson. Again, if students need to review the scenario while answering questions, they may click on the dropdown at the top to reveal the text.

CPT: Medicine Codes — Progress ● ● ● ● ⌄

HCPCS — Progress ● ● ● ● ⌄

Capstone Cases — Progress ● ⌃

● CASE STUDIES ＞

☰ Case 1: Stephanie Miller; Topic: Uro/Gen
In Progress
Start Date:Not Set
Due Date: NA

☰ Case 2: Ronald Blackwood; Topic: Endo
In Progress
Start Date:Not Set
Due Date: NA

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View your case

SUBJECTIVE: Ronald is here for his diabetes 6-month follow up. He rarely checks his blood sugar—he has done so only two or three times in the last 2 weeks—and he is noncompliant with medication. He has had diabetes for 7 years. It has been in the 140s for 2 hours postprandial. He is off all medications for blood pressure and diabetes. He lost 6 pounds before the last visit and lost another 7½ pounds by today's visit because of dietary changes. His BMI is 30.2. He does get some heartburn. Two months ago, he had chest pain for a half a day with some shortness of breath, which totally resolved. By history, it really doesn't sound cardiac. We discussed multiple related aspects of diabetes monitoring and lifestyle interventions.

OBJECTIVE: BP, 140/98. HR 72. Funduscopic eye examination is negative. Nose, mouth, neck, and thyroid are negative. Heart is without murmurs. Good pulses. Lungs are clear; abdomen unremarkable. Feet do not show any injury or damage to the skin.
LABORATORY: ECG shows nonspecific ST changes only. Random Accu-Chek, 267; hemoglobin Alc, pending. Chest x-ray is unremarkable.

ASSESSMENT:
1. Type 2 diabetes, suboptimal control
2. Overweight but improving
3. Elevated blood pressure
4. Noncompliance with medical therapy
5. Chest pain

PLAN: Await hemoglobin Alc. Redouble efforts in diabetes monitoring. Recheck blood pressure in 2 weeks. The patient was instructed to call immediately if chest pain returns, but no further workup is done at this time. The patient is to return in 3 months when we will check his kidney status again, earlier PRN.

1. The vital signs noted in the examination according to 1997 Documentation Guidelines (DGs):

   ○ **A.** Meet the requirements with two vitals documented

   ○ **B.** Do not meet the DGs because of only one blood pressure reading being documented

   ○ **C.** Do not meet the DGs because a minimum of three vital signs must be documented to support this bullet

   ○ **D.** Do not meet the DGs because ALL vitals listed in 1997 DGs must be documented

   SUBMIT   ‹ Question 1 of 5 ›

PRACTICE MODE

Before students begin working on an activity, they should check to see if they are in "**Practice Mode**." The words "Practice Mode" will be displayed on the top right corner of the screen.

Medical Coding Lab for Conquer Medical Coding
by Jean Jurek

ICD-10-CM Lessons 1 through 5: A00–F99   ⓥ Quick Jump to Activities

Practice Mode

1. Systemic infection that can begin with a localized infection

In Practice Mode, students may practice as many times as desired by choosing "Review" when they complete an activity. They may choose to submit work to the gradebook by clicking "Grade" when ready (up to the instructor's designated deadline).

Important

You have reached the end of the activity.

Select **GRADE** to submit and record your score in your gradebook.

Select **REVIEW** to see how you did (Practice Mode).

Select **CANCEL** to exit and return to the activity.

[GRADE] [REVIEW] [Cancel]

Work completed in Practice Mode will not be submitted to the student's gradebook until students click the "Grade" button. However, work performed in Practice Mode does count toward "viewed/attempts" and "time spent" in the gradebook. After initial review, the results in Practice Mode cannot be reviewed again after closing out of the feedback screen.

Activities appear as "complete" only after being submitted and after the feedback screen appears. It is recommended that students complete excercises completely before leaving the program, to avoid potentially losing work.

If a student is not in Practice Mode, the top right corner of the activity screen will be blank. In that case, the grade will be submitted to the student's gradebook when "Grade" is clicked.

TEST BANK ASSIGNMENTS (For MCL 2018)

To access a test bank assignment, click **VIEW TEST BANK ASSIGNMENTS** from the Medical Coding Lab Dashboard. Then, click **TAKE ASSIGNMENT**.

Class Title : Example Class

Instructor Name : Kristen Scribner

Description :

Class Term : January 09, 2018 - December 31, 2018

Last Access : January 09, 2018

Remaining Days : 356

Next Due Assignment ❓ | Instructor's Feedback ① | Discussion Forum | My Gradebook | View Test Bank Assignments ①

[ENTER]

Test Bank Assignments

Assignment Name	Start Date	Due Date	Status	Grade %	Time Spent	Action
Test Bank Assignment 5 01-10-2018	January 10, 2018	May 31, 2018	Not Started	NA	0h 0m 0s	Take Assignment

Taking Test Bank Assignments

After clicking **TAKE ASSIGNMENT**, you'll continue to the questions. Click **SUBMIT** after answering each one. After completing the test bank assignment, a results page shows you the questions, lists of answers, the answers you selected, the correct answers, your overall score, and the option to print. This same page appears when you select to **VIEW RESULTS** from the Test Bank Assignments page. Scores from this page are recorded to the Gradebook.

DISCUSSION FORUM

A Discussion Forum can be accessed from the Dashboard.

Students choose whether they want to view the Class Discussion Forum (where instructors post topics for students to comment on) or the Group Discussion Forum (where group discussion threads from Short Answer activities will post). The available topics will show the latest replies. Students click the topic to add their own response on the following page by clicking "reply," entering text, and then clicking "Add." The option to print is also available.
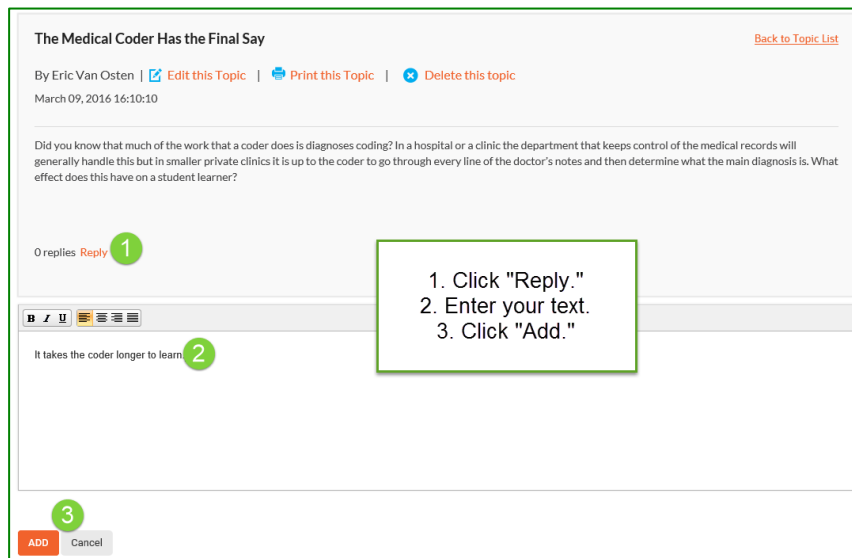
INSTRUCTOR'S FEEDBACK

When the instructor manually assesses the students' answers to Short Answer Exercises, the instructor feedback will appear in "**Instructor's feedback**" on the Class Dashboard. As new feedback is submitted, the number of pending pieces of feedback available for student review will appear next to the link.
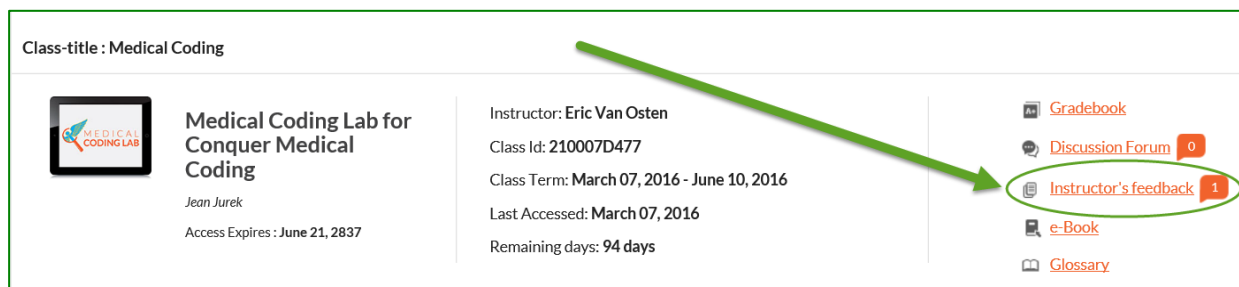
GLOSSARY

The "**Glossary**" link shows important terms from the text and their definitions.

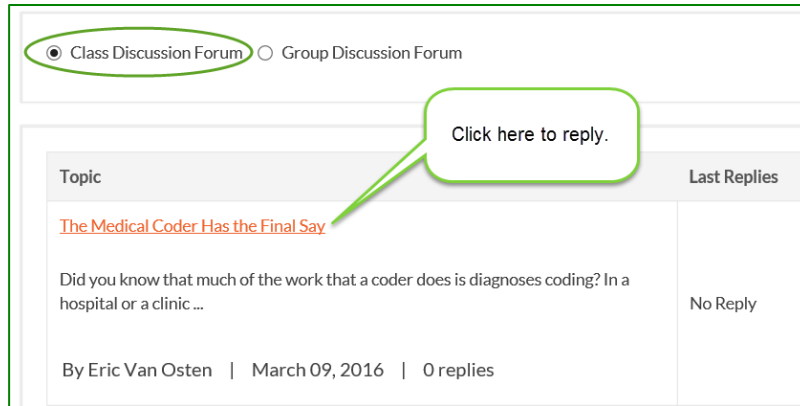|		
Class-title : Medical Coding		
[logo]	**Medical Coding Lab for Conquer Medical Coding** *Jean Jurek* Access Expires : **June 21, 2837**	Instructor: **Eric Van Osten** Class Id: **210007D477** Class Term: **March 07, 2016 - June 10, 2016** Last Accessed: **March 07, 2016** Remaining days: **94 days**	📘 Gradebook 💬 Discussion Forum 0 📄 Instructor's feedback 1 📕 e-Book 📖 **Glossary**

GRADEBOOK

Students also have access to a "**Gradebook**" on the Class Dashboard.

Class-title : Medical Coding		
[logo]	**Medical Coding Lab for Conquer Medical Coding** *Jean Jurek* Access Expires : **June 21, 2837**	Instructor: **Eric Van Osten** Class Id: **210007D477** Class Term: **March 07, 2016 - June 10, 2016** Last Accessed: **March 07, 2016** Remaining days: **94 days**	📘 **Gradebook** 💬 Discussion Forum 0 📄 Instructor's feedback 1 📕 e-Book 📖 Glossary

Gradebook Details

After students have accessed their gradebooks, they will be able to view the status of their work, grades, and time spent within a lesson. They may also click the "View Details" links to review their performance on each activity. The option to print is available.

Lesson Name	Status	Grade (%)	Details	Time Spent
Your Career as a Medical Coder	In Progress	58	View Details	0h 8m 12s
The Regulatory Environment of Coding	In Progress	NA	View Details	0h 0m 0s
ICD-10-CM Basics	Not Started	NA	View Details	0h 0m 0s

Type	Title	End Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Feedback
Don't Tip the Scale	Exercise 1: Don't Tip the Scale	March 18,2016	March 7,2016	Completed	40	1	0h 1m 45s	
Short Answer	Exercise 1: Short Answer	March 18,2016	March 7,2016	Completed	75	1	0h 6m 27s	View Details

Test Bank Gradebook

To see your scores on Test Bank Assignments, select **TEST BANK ASSIGNMENTS** from the "Reveal Grade" drop-down menu in the Gradebook.

Dashboard / Lesson Level

Reveal grade:	Test Bank Assignments ▾					
	All Assignments					
	Test Bank Assignments					
Lesson Name		**Date Created**	**Date Due**	**Status**	**Grade(%)**	**Time Spent**
Test Bank Assignment 5 01-10-2018		January 9,2018	December 31,2018	Completed	100	0h 1m 47s
Test Bank Assignment 9 01-12-2018		January 9,2018	December 31,2018	Completed	67	0h 1m 21s
Test Bank Assignment 58 03-15-2018		January 9,2018	December 31,2018	Incomplete	NA	0h 0m 0s

Class Comparison

Students can compare their performance with the average performance of the rest of the class by clicking the "Compare with Class" button, either on the Lesson Level or Activity Level gradebook pages.

COMPARE WITH CLASS								PRINT
Type ▾	**Title** ▾	**End Date** ▾	**Completed Date** ▾	**Status** ▾	**Score(%)** ▾	**Attempts** ▾	**Time Spent** ▾	**Feedback** ▾
Don't Tip the Scale	Exercise 1: Don't Tip the Scale	March 18,2016	March 7,2016	Completed	40	1	0h 1m 45s	
Short Answer	Exercise 1: Short Answer	March 18,2016	March 7,2016	Completed	75	1	0h 6m 27s	View Details

E-BOOK

Students can access the comprehensive e-Book via the "**e-Book**" link in the Class Dashboard.

Class-title : Medical Coding

Medical Coding Lab for Conquer Medical Coding

Jean Jurek

Access Expires : June 21, 2837

Instructor: **Eric Van Osten**
Class Id: **210007D477**
Class Term: **March 07, 2016 - June 10, 2016**
Last Accessed: **March 07, 2016**
Remaining days: **94 days**

Gradebook
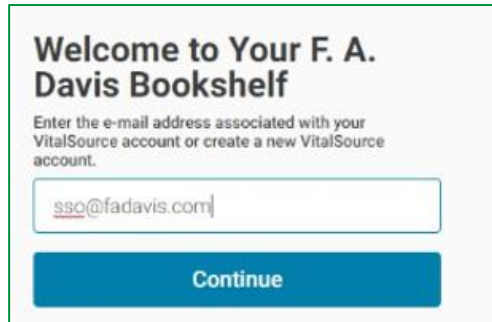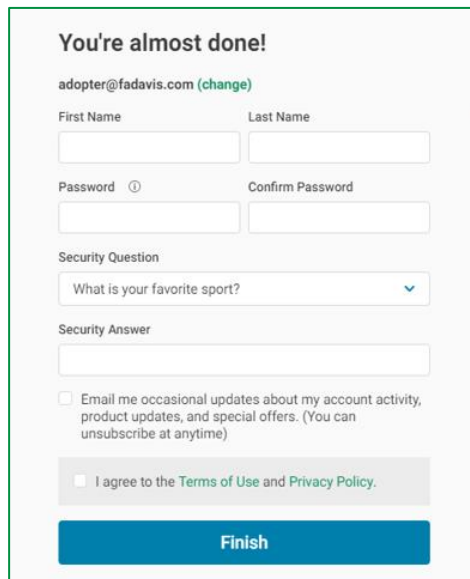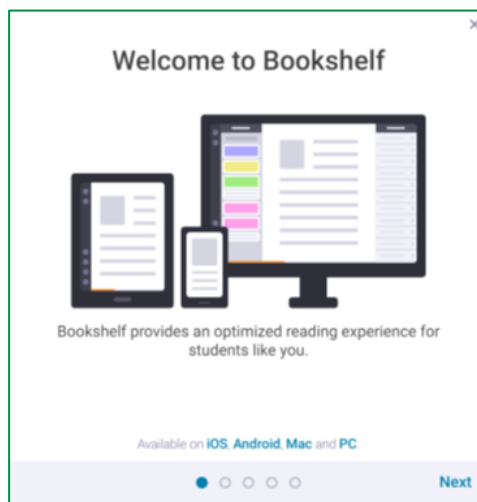Discussion Forum 0
Instructor's feedback 1
e-Book
Glossary

To access the e-Book, you will need a Vital Source Account. If you have an existing Vital Source Account, you can enter your credentials at the login page.

Or, you can create a Vital Source account from within Medical Coding Lab.

Add the book to your Vital Source bookshelf.

TECHNICAL SUPPORT

If students have any problems with the product, they should call 888-323-2847 or e-mail support@fadavis.com. They should also review the online Support Center, which offers helpful videos and other support information. The Support Center link can be found at the top right of the dashboard, in the drop-down menu.
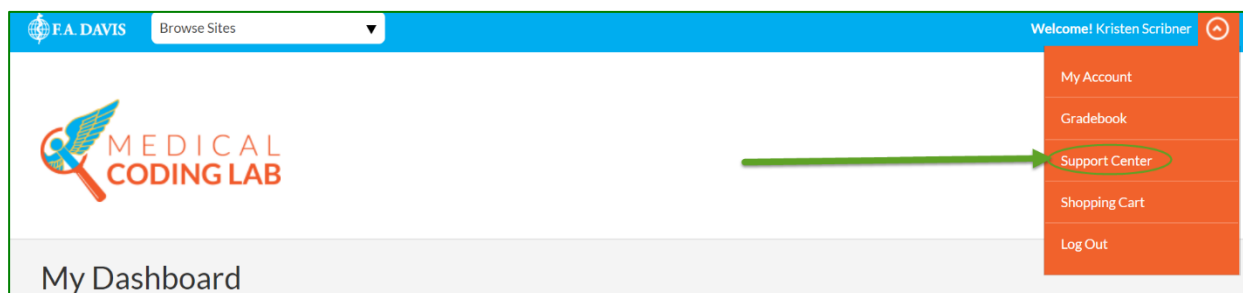
Students may choose from a variety of sources for help and support, including videos, documents, and connections to our customer service representatives.