



**EXTENSIVE**  
interactive assessments  
with full learner management  
support



eLearning  
NQF Level 5  
**SAQA ID:**  
66389

# DIAGNOSTIC AND PROCEDURAL CODING

(Endorsed by the Institute of Leadership and Management: 821762)

## OVERVIEW

This qualification is the Higher Certification Qualification in Diagnostic and Procedural Coding and is developed at NQF level 5. The International Statistical Classification of Diseases and Related Health Problems 10th Revision (ICD-10) and procedure codes, provides you with:

- a well defined knowledge of diagnostic and procedural coding
- enable you to practically apply professional skills in the chosen field
- to systematically access, critically analyse and evaluate existing knowledge in the field of clinical coding

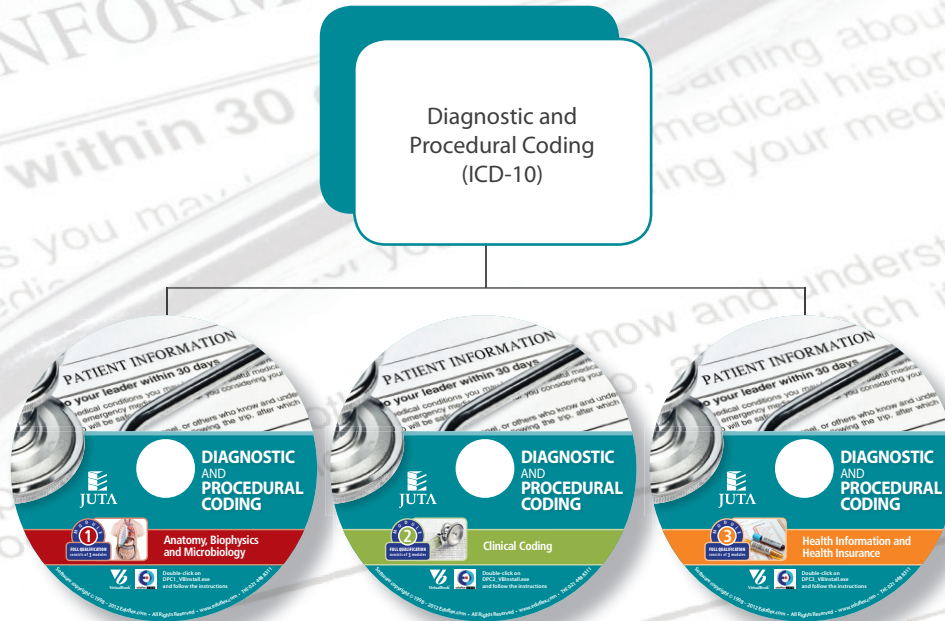
## THE BENEFITS

Once you have successfully completed the qualification you will be able to:

- assess health records to extract diagnosis and procedures
- accurately assign international statistical classification of diseases and related health problems
- apply the rules and conventions of ICD-10 and Procedural Codes
- apply the WHO & SA Coding Standards, rules & guidelines when coding
- demonstrate an understanding of the legal and ethical requirement when assigning a Diagnostic & Procedural Code and apply health information systems nationally & internationally

## THE PROGRAMME

The Diagnostic and Procedural Coding qualification is unit standard aligned. The programme is divided into three stand alone modules, with each module covering a specific part of the qualification. Each module carries a credit weighting, which differs between modules. Once you've completed the three modules successfully, you qualify for the 123 credits required for the qualification.



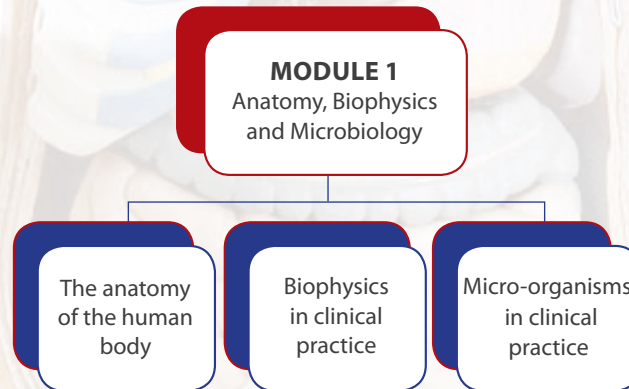
The course content is clustered per module to ensure progression of learning throughout the course.

# Anatomy, Biophysics and Microbiology



## BENEFITS:

- Provides comprehensive information on the systems, organs and tissues of the human body.
- Covers the body systems in terms of normal development, the ageing process, the health-illness continuum, and biophysics.
- Explains body mechanics in relation to both patient and healthcare worker, including body alignment, ergonomics and self-care.
- Provides guidelines on clinical practice related to observations, treatment decisions and accurate record-keeping.
- Presents the classification of micro-organisms according to their characteristics and the diseases they cause in humans.
- Discusses portals of entry used by microbes, as well as their action and spread.
- Covers microbiology in clinical practice, including infection prevention and control.







# Clinical Coding

MODULE  
**2**

FULL QUALIFICATION  
consists of 3 modules

## BENEFITS:

- Introduces clinical coding terms and the rules and conventions used in diagnostic and procedural coding.
- Provides instruction on using relevant coding resources to assign, evaluate and validate diagnostic and procedural codes.
- Covers the complete coding system, including diseases of the body systems, special groups and other groups.
- Demonstrates how to analyse clinical information found in health and data records for coding accuracy.
- Provides instruction on the South African coding standards and how they are applied in conjunction with World Health Organisation Standards.
- This module covers introductory, intermediate and advanced coding.

### MODULE 2 Clinical Coding

Using  
clinical  
coding terms,  
rules and  
conventions

Using  
coding  
resources  
to access  
information

Codes  
pertaining  
to diseases  
of body  
systems

Codes  
pertaining to  
special groups  
in coding  
system

Codes  
pertaining to  
other groups  
in coding  
system

Analysing  
clinical  
information  
and assigning  
ICD-10 and  
Procedural  
Codes

# MODULE 3

FULL QUALIFICATION  
consists of 3 modules

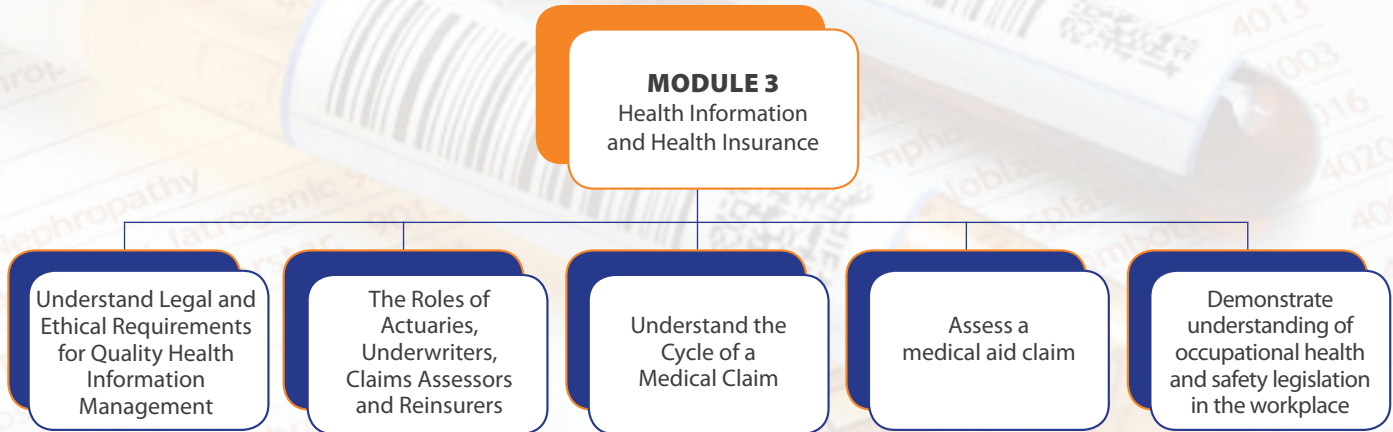
# Health Information and Health Insurance



## BENEFITS:

- Covers the legal and ethical requirements that apply to health information, including patient confidentiality and quality data.
- Covers how to share information in a way that promotes effective decision making in healthcare, including establishing the needs and capacities of healthcare users, the development of education programmes, and the provision of healthcare information through nursing.
- Students are taught to use communication skills to establish supportive relationships.
- Analysis of a complex medical claim and the storage and retrieval of claim information are also covered.

## Module 3

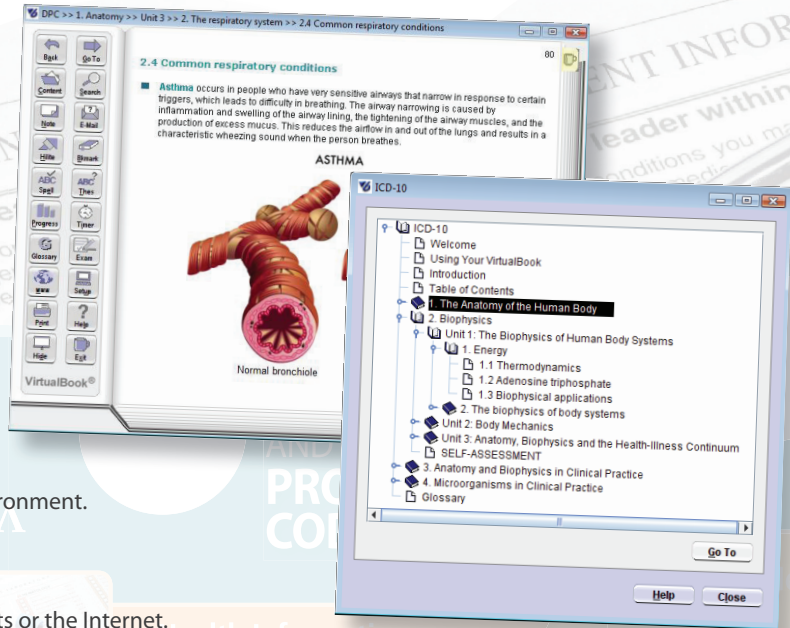


# Diagnostic and Procedural Coding VirtualBook®

VirtualBook® is an easy-to-use book-like interface that facilitates simple electronic delivery of interactive, multimedia-rich content. It is a South African product especially developed for the local environment. The features and benefits provide a sustainable learning environment; study offline and go online when you choose; enables progress-monitoring; and can be distributed via CD-ROM, Networks, Intranets or the Internet.

## FEATURES AND BENEFITS

- Provides an easy-to-use, sustainable learning environment.
- Study offline and go online when you choose.
- Enables progress-monitoring.
- Can be distributed via CD-ROM, networks, Intranets or the Internet.
- A South African product especially developed for the local environment.



# Diagnostic and Procedural Coding VirtualBook®

## USEFUL STUDY AIDS:

- Create, save, search and delete **Notes** and **Bookmarks**.
- **Highlighters** are provided to highlight important text.
- **Spell Checker** and **Thesaurus** are provided.
- **Timer** clock helps manage study time.
- **Glossary** popups provide explanations and definitions.
- Context sensitive **Help** is available at the click of the mouse.
- Search the text, notes and queries.



The Navigation is driven by hyperlinks.  
Sections can be accessed directly from the Table of Contents,  
by a floating table of contents and by using the forward and back arrows, or through links within the text.

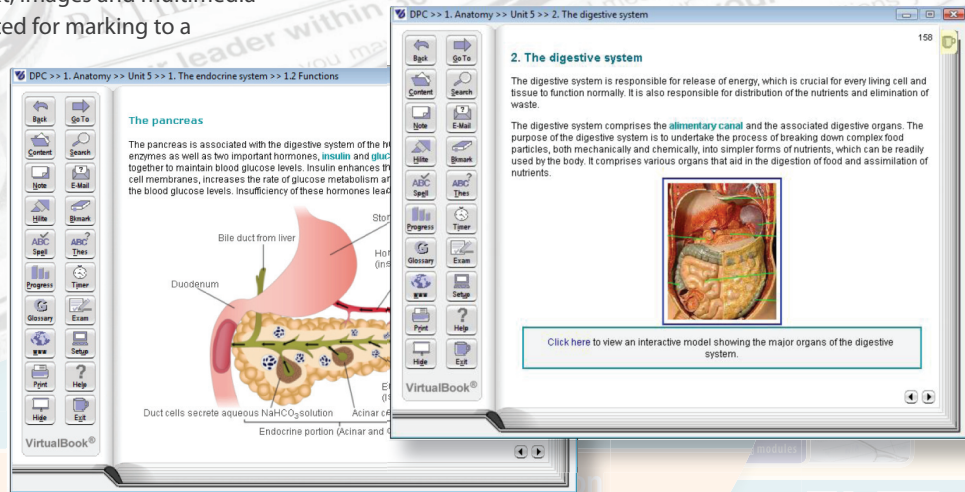


# Diagnostic and Procedural Coding VirtualBook®

Provides a comprehensive Search engine. Hyperlinked extracts provide context for the results. You are able to search your own annotations (i.e. notes and bookmarks) as well as the published text.

A variety of Activities include text, images and multimedia components and can be submitted for marking to a tutor or automatically scored:

- Multiple Choice
- Pick List
- True/False
- Yes/No
- Fill in the blank
- Free form
- Fill in Forms
- Drag'n Drop



A fully-fledged Multimedia environment and can include images, photographs, animated graphics, sound and video and virtual anatomy models, e.g. the brain, skeleton, heart, etc.

# Diagnostic and Procedural Coding VirtualBook®

The Virtual Assessor online exam system can be used for pre- and post-training assessments, compliance assessing, surveys for learner or skills profiling, invigilated examinations and fun and entertaining quizzes.

Administrators can load learners, questions and answers, publish exams and or surveys, manage access and generate various reports that will enable them analyse results at the level of groups, learners, tests and questions.





# Other online courses we offer

## **BURNS IN THE PRE-HOSPITAL ENVIRONMENT**

This lesson is designed as a refresher on the anatomy and physiology related to burn injuries. It discusses the classifications and types of burns, methods for assessing the extent of burns and generic treatment options. It also discusses the ethical obligation of the healthcare professional to report the occurrence of non-accidental injuries to children.

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**Duration:**

60 minutes broken into  
4 x 15 minute segments

**CPD Points:**

2 points (including  
Ethics point)

## **ETHICS FOR THE PRE-HOSPITAL PRACTITIONER**

The aim of this tutorial is to prepare practitioners for real-life ethical situations by stimulating thought in this area and allowing practitioners the opportunity to become acquainted with ethical models that can be applied in diverse situations. This lesson looks at the healthcare practitioners' ethical responsibilities towards the patient with a mental illness. It discusses the four principle approach to medical ethics and shows how these can be applied in a practical situation.

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**Duration:**

60 minutes broken into  
4 x 15 minute segments

**CPD Points:**

2 Ethics points

## **MAJOR INCIDENT MANAGEMENT IN THE PRE-HOSPITAL ENVIRONMENT**

The effective response to a major incident is critically dependent on pre-event planning. All EMS services must have a Major Incident Plan in place.

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**Duration:**

Approximate time  
to complete: 180 minutes

**CPD Points:**

3 points

## **THE ETHICAL ISSUE OF CONSENT FOR HEALTHCARE PROFESSIONALS**

This lesson helps practitioners to be aware of what the law requires for a valid consent. Ethical issues of consent are discussed in terms of the Constitution with regards to medical treatment and operations. Challenges concerning informed consent are also explored.

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**Duration:**

Approximate time  
to complete: 90 minutes

**CPD Points:**

2 Ethics points

# Company details

## Claremont Head Office

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Lansdowne, Cape Town, 7779

## Sandton Office

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3rd Floor, c/o 5th & Norwich Road,  
Sandton, 2196

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Rivonia, 2125

VAT Registration No.:      452 0011 3319  
Company Registration No.: 1919/001812/06  
Tax Registration No.:      9750135718  
PAYE Registration No.:    7260703279  
SDL Registration No.:     L260703279  
Umalusi Registration No.: ABT00368PA