

COURSE SYLLABUS

Science, Allied Health, Health, & Engineering Department

Medical Coding Fall Semester 2015

HIM 205 Doughty CRN 3097

Credit Hours: 3 hrs.

Instructor: Adrienne Doughty, CPC

Course Location: Online – Blackboard Learn

Course Prerequisites: MED*112 and MED*125

Meeting Time (day/week): This is a distance learning course and you are required to log into your class on a regular basis to complete assignments (please see Student contract). Check “Announcements” and “Messages” whenever you log onto the course.

Course Description:

This course covers ICD-10-CM and ICD-10-PCS medical code sets for diagnoses and is designed to help students meet the challenge of today’s changing government regulations and healthcare reporting. Included in the course are in-depth coding content and practice in diagnosis coding, HCPCS (Healthcare Common Procedure Coding System) Level II coding and a review of Insurance and Reimbursement topics.

Scope of course:

Accurate coding is an essential part of the successful operation of any healthcare facility or provider’s office. Proper coding determines the amount of reimbursement received. Those responsible for assigning and reporting codes in any healthcare setting should possess knowledge of ICD-10-CM, ICD-10-PCS and HCPCS code sets. This course provides understanding and training in these coding concepts. In addition, students will learn and master Encoder software as they will be looking up codes in an online setting.

Program/Discipline Learning Outcomes Contained in Course:

The goal of the Science Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal healthcare environment
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline:

The AHIMA Education Strategy Committee has created a list of entry-level competencies for associate degree students. This course, HIM205, familiarizes students with the concepts and subject matter in each of the 5 domains and 15 subdomains recommended by AHIMA. As students prepare to enter the field of Health Information Management, this course is of high importance. The following AHIMA domains are covered:

- Domain 1: Health Data Management: Health data structure, content, and standards
- Domain 3: Health Services Organization, and Delivery
- Domain 4: Information Technology and Systems

Learning Outcomes:

The goal of HIM205 is to provide each student with an understanding of medical coding techniques.

- To provide an overview of coding systems used to report inpatient and outpatient diagnoses and procedures (inpatient only) and services to health plans.
- To explain career opportunities in health care, the importance of coding credentials.
- To give general ICD-10-CM and ICD-10-PCS coding concepts and practices.
- To gain a thorough understanding of ICD-10-CM and ICD-10-PCS coding guidelines.
- To apply specific coding techniques for inpatient and outpatient coding settings.
- To provide coverage and coding proficiency of HCPCS level II national coding system, which was developed by the Centers for Medicare & Medicaid Services (CMS).

Textbooks and other required readings/computer software/materials/library reserve room:

- 3-2-1 Code It! 5th edition by Michelle Green, Copyright 2015.
- Medical dictionary of your choice (online dictionary acceptable).
- Access to ICD-10-CM, ICD-10-PCS and HCPCS Code sets will be accessed through EncoderPro (a product of Optum). **Students are required to purchase textbook through the college bookstore that has a one-year access code to Encoder software.**

NOTE: Textbook 3-2-1 Code It! 5th Edition by Michelle Green can be purchased from the campus bookstore or through the publisher, Cengage Learning, portal **only**. The class will be using EncoderPro.com expert online encoder software to look up the codes. **The textbook purchased must come with the one-year access code to Optum's EncoderPro software.**

Office Location/Hours: Online. Office hours by appointment at a time and place to be determined as requested.

Email: Blackboard internal mail is preferred and required. If Blackboard is not available use ADoughty@txcc.commnet.edu (notice "txcc"), or in the case of Blackboard and college email unavailability use cpcteacher@gmx.com.

Attendance Policy:

Note: This is an online course. Students are expected to log into the course on a regular basis. Please refer to the Student Contract for other responsibilities.

Students are expected to attend all classes. Two absences are allowed without penalty. More than two absences will result in grade point deductions and could adversely impact your overall final grade. Only students who officially withdraw from class by the deadline of XXX will receive a grade of W. Otherwise, students will be given the grade they earn.

Course Evaluation:

This course is using a 1000 point grading system for evaluation. The final grade count will translate into letter grades as follows:

A = 950-1000

A- = 900-949

B+= 875-900

B = 825-875
B- = 800-825
C+= 775-800
C = 725-775
C- = 700-725
D = 650-700
D- = 600-659
F = Below 600

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook as well as other assignments. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on and discussion board assignments. The labs, homework assignments, and test scores will be used to calculate the student's overall grade. An assignment sheet lists the projects, quizzes and exams.

Attention Mobile Users:

Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide a convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, completing assignments or submitting substantive discussion posts.

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IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following



website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|
- Secondary Title IX Coordinator
Ms. Mary Lou Phillips
Director of Human Resources, Middlesex Community College
mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115
- Secondary Title IX Coordinator
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011

Coding 1 Schedule:

*Note: The following syllabus may be updated at the discretion of the instructor, please refer to Weekly Assignments and Announcements for any changes during the course.

Week	Chapter	Assignments	Points
Week 1 Aug 31 – Sept 6	Getting Started in Coding 1	Discussion Assignment: Meet and Greet	48
Week 2 Sept 5 - 13	“3-2-1 Code It” Chapter 1	In-Chapter Exercises 1.1-1.5 Review Multiple Choice #1-20	45 20
Week 3 Sept 12 - 20	Chapter 2B	In-Chapter Exercises 2B.1, 2B.2, 2B.3 #1-10 only, 2B.4, 2B.5, 2B.6	50
Week 4 Sept 19 - 27	Chapter 2B con’t	Review Multiple Choice #1-20 Coding Practice #16-35	35
Week 5 Sept 26 – Oct 4	Chapter 3B	In-chapter Exercises 3.1-3.16 Review Multiple Choice #16-30	74.5
Week 6 Oct 3 - 11	Test on Chapters 1B-3B	Test Chapters 1B-3B Discussion Assignment	75 75
Week 7 Oct 10 - 18	Chapter 4B	In-Chapter Exercises 4B.1 through 4B.13	40
Week 8 Oct 17 - 25	Chapter 4B con’t	In-Chapter Exercises 4B.14 through 4B.23 Review Multiple Choice #1 - 40	47.5

Week 9 Oct 24 – Nov 1	Chapter 5B	In-Chapter Exercises 5B.1 – 5B.5	30
Week 10 Oct 31 – Nov 8	Chapter 5B con't	Review Multiple Choice #1-20 Coding Practice #21 - 40	40
Week 11 Nov 7 - 15	Chapter 6B	In-Chapter Exercises 6B.1 and 6B.2 Review Multiple Choice #1-20 Coding Practice #21, 22; 26, 27; 31, 32; 36, 37; 41, 42; 46, 47; 51, 52; 56, 57	56
Week 12 Nov 14 - 22	Test on Chapters 4B-6B	Test Chapters 4B- 6B Discussion Assignment	75 75
Week 13 Nov 21 - 29	THANKSGIVING BREAK!		
Week 14 Nov 29 – Dec 6	Chapter 7	Review Multiple Choice #1-20 Coding Practice #21, 22; 26, 27; 36, 37; 41, 42; 46, 47; 51, 52; 56, 57; 61, 62; 66, 67; 71, 72; 76, 77; 81, 82; 86, 87; 91, 92; 96, 97; 99, 100; 104, 105; 109, 110; 114, 115	39

	Chapter 7 Extra Credit (optional)	For Extra Credit: Coding Practice #119 and #120	Extra Credit examples worth 10 points each
Week 15 Dec 5 - 12	Chapter 19	Review Multiple Choice #1-25	25
FINALS WEEK! Dec 12 - 18		FINAL EXAM	150
Total Points			1000