Middlesex Community College

Semester: Spring 2014

Course Syllabus for Medical Coding I – Online

Course Number: Doughty HIM205 CRN1686

Course Duration: February 3, 2014-May 19, 2014

Credit Hours: 3 credits

Division: Science

Department: Science, Allied Health, & Engineering

Instructor: Adrienne Doughty, CPC, CHISP

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 in to your class on a regular basis to complete assignments. Check "Announcement" and "Messages" whenever you log on to the course.

Description:

This course covers ICD-9-CM and ICD-10 medical coding procedures 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 PCS and HCPCS (Healthcare Common Procedure Coding System) Level II coding.

*Prerequisite: MED*112 and MED*125*

Scope of Course:

Accurate coding is an essential part of the successful operation of any health care facility or provider's office. Proper coding determines the amount of reimbursement received. Those responsible for assigning and reporting codes in any health care setting should possess knowledge of ICD-9-CM (International Classification of Disease, 9th Edition, Clinical Modification), and ICD-10-CM/PCS and HCPCS (Healthcare Common Procedure Coding System). This course provides understanding and training in these coding concepts.

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 and services to health plans.

- To explain career opportunities in health care, the importance of coding credentials
- To give general ICD-9-CM and ICD-10-CM/PCS coding concepts and practices.
- To teach ICD-9-CM and ICD-10 coding guidelines.
- To apply specific coding techniques for inpatient and outpatient coding settings
- To provide coverage of the HCPCS level II national coding system, which was developed by the Centers for Medicare & Medicaid Services
- To provide an overview of insurance and reimbursement methods

Textbooks and other required readings/computer software/materials/library reserve room:
3-2-1 Code It! 4th edition by Michelle Green, Copyright 2014

Medical dictionary of your choice (online dictionary acceptable).

Access to ICD-9 and ICD-10 and HCPCS Coding Systems; www.icd9coding.com, www.icd10coding.com , www.findacode.com ,see more on pg. 83 of text.

NOTE: EncoderPro.com expert online encoder software may be used.

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

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 adriennecpc@ymail.com.

Attendance Policy:
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.

Evaluation (exams, term papers, projects, etc., and percentages towards final grades):
 Assignments – End of chapter from the textbook - 20%

Other assignments (including Discussion Board) – 20%

Tests – 40%

Final Exam (cumulative) – 20%

There are no make-up exams given unless arrangements have been made prior to the exam.

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.

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.

Course Schedule

Week	Chapter	Assignments	Points
Week 1 2/3/14- 2/9/14	**Chapter 1** *Overview of Coding*	**Discussion -** Your Introduction	5
		Assignment Box- Questionnaire	5
		Read "How to Use This Text" (pg. xx-xxi)	
		View PowerPoint for **Chapter 1**; *See Course Content Tab*	
Week 2	**Chapter 1** Review	**Chapter 1 Assignments**	

2/10/14- 2/16/14		a. Chapter Exercises 1.1-1.5 b. Review (pg. 32-34)	5 10
Week 3 2/17/14- 2/23/14	**Chapter 2** *Introduction to ICD-9-CM and ICD-10-CM/PCS Coding*	**View** PowerPoint for **Chapter 2**; *See Course Content Tab* **Discussion**	 10
Week 4 2/24/14- 3/2/14	**Chapter 2** Review	**Chapter 2 Assignments** a. Chapter Exercises 2.1-2.7 b. Review (pg. 81-85)	 5 10
Week 5 3/3/14- 3/9/14	**Chapter 3** *ICD-9-MC and ICD-10-CM Coding Conventions*	**View** PowerPoint for **Chapter 3** **Assignments** a. Chapter Exercises 3.1-3.16 b. Chapter 3 Review, pg. 115- 119	 5 10
Week 6 3/10/14-	**Chapter 4** *ICD-9-CM and ICD-10-CM Coding Guidelines*	**View** PowerPoint for **Chapter 4**	

3/16/14	**Test 1 –** Chapters 1-3	**Discussion**	10
Week 7 3/17/14- 3/23/14	SPRING BREAK	Have fun!	

Week 8
 	
3/24/14-
 	
3/30/14
	Chapter 4 Review	**Chapter 4 Assignments**
		
		   a. Chapter Exercises 4.1-4.21
		   b. Chapter Review, pg. 245-248
			5
			
			10

Week 9 3/31/14- 4/6/14	**Chapter 5** *ICD-9-CM and ICD-10-CM/PCS Hospital Inpatient Coding*	**View** PowerPoint for **Chapter 5** **Discussion**	 10

Week 10-
 	
4/7/14-
 	
4/13/14
	Chapter 5 Review	**Chapter 5 Assignments**
		
		   a. Chapter Exercises 5.1-5.6
		   b. Chapter Review pg.295-299 through example #32 only
			5
			
			10

Week 11- 4/14/14- 4/20/14	**Chapter 6**	**View** PowerPoint for Chapter 6 **Discussion**	 10

Week 12-
 	
4/21/14-
 	
4/27/14
	Chapter 6 Review	**Chapter 6 Assignments**
		
		   a. Chapter Exercises 6.1-6.3
		   b. Chapter Review pg. 325-
			5
			
			10

Week 13- 4/28/14- 5/4/14	**Chapter 7** *HCPCS Level II National Coding System* **Test 2 -** Chapters 4-6	**View** PowerPoint Chapter 7	

Week 14-
 	
5/5/14-
 	
5/11/14
	Chapter 7 Review	**Chapter 7 Assignments**
		
		   a. Chapter Exercises 7.1-7.4
		   b. Chapter Review pg.361-367
			5
			
			10

Week 15- 5/12/14- 5/18/14	FINALS WEEK **Final Exam Chapters 1-7**	Review for Final Exam Multiple Choice Timed Exam – Must be completed by May 19	

ADA Accommodations Statement

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Academic Ethics and Classroom Behavior

At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Use of Computing Resources

All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal prosecution in

accordance with Section 53a-250, et seq., of the General Statutes.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing <u>prior to the date of the assessment or activity you will miss</u> and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements.   Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Inclement Weather Statement

In the event of inclement weather either before the start of a day when classes are in session or during the school day, you may check for information on delayed openings, college closings, class cancellations, etc by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at www.mxcc.commnet.edu and an announcement made on the college's main phone number, (860) 343-5800. (When calling the main phone number, be sure to choose option 1 from the menu for school closings.) If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.

Radio Stations	Television Stations
WMRD 1150 am	WFSB - 3
WDRC 102.9 fm and 1360 am	WTNH - 8
WMMW 1470 am	WVIT - 30
WRCH 100.5 fm	
WTIC 1080 am, 96.5 fm	
WZMX 93.7 fm	
WELI 960 am, WKCI 101 fm	

Off Campus Sites:

The MxCC Meriden Center will comply with the Middletown campus policy. Exception: In the event of extreme weather only in the Meriden area and the Middletown campus determines to hold classes, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance & Administration.

The Old Saybrook off campus site will comply with the Middletown campus policy. Exception: In the event of extreme weather only at the off campus site, the decision to hold or cancel classes at this extension center will be made by our campus extension program director. Faculty should call the Continuing Education Office at (860) 343-5865.

Note: Off campus sites are ultimately subject to the cancellation policy of the school in which MxCC holds classes.