

COURSE SYLLABUS

Science, Allied Health, Health, & Engineering Department

Medical Coding 1 Spring Semester 2015

HIM 205 Doughty CRN 1686

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. Check “Announcements” and “Messages” whenever you log onto the course.

Course Description:

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

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-9-CM (International Classification of Disease, 9th Edition, Clinical Modification), and ICD-10-CM/PCS and HCPCS. 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-9-CM and ICD-10-CM/PCS coding concepts and practices.
- To gain a thorough understanding of 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 (CMS).

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 Code sets will be accessed through EncoderPro (a product of Optum) – this add-on is available on textbooks purchased in the campus bookstore or from the Publisher (Cengage).

NOTE: Textbook 3-2-1 Code It! 4th Edition can be purchased from the campus bookstore or through the publisher, Cengage Learning, portal. The class will be using EncoderPro.com expert online encoder software to look up the codes. **The textbook purchased should come with the 59-Day free trial 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.comnet.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: This 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 Jan 21-25	Getting Started in Coding 1	Discussion Meet and Greet	50
Week 2 Jan 24-Feb 1	Chapter 1	In-Chapter Exercises 1.1-1.5 Review Multiple Choice #1-20	30
Week 3 Jan 31-Feb 8	Chapter 2	In-Chapter Exercises 2.1, 2.2, 2.5, 2.6	35
Week 4 Feb 7-15	Chapter 2	Review Multiple Choice #1-20 Coding Practice #16-30	35
Week 5 Feb 14-22	Chapter 3	In-chapter Exercises 3.1-3.4 Review: Matching #1-5 Multiple Choice #16-30	30
Week 6 Feb 21-Mar 1	Chapters 1-3	Test Chapters 1-3 Discussion Assignment	100 100
Week 7 Feb 28-Mar 8	Chapter 4	In-Chapter Exercises 4.1-4.16, and 4.19	30
Week 8 Mar 7-15	Chapter 4	Review: Multiple Choice I: ICD-9 #1-10 Multiple Choice II: ICD-10 #21-30 Coding Practice: #41-60	40

Week 9 Mar 16-20	SPRING BREAK!		
Week 10 Mar 28-April 5	Chapter 5	Discussion Assignment In-Chapter Exercises: 5.1-5.3, 5.4 #11-25, 5.5 #11-25	100 25
Week 11 April 4-12	Chapter 5	Review Multiple Choice I ICD-9 #1-5 Review Multiple Choice II ICD-10 #1-5 Coding Practice #21-45	20
Week 12 April 11-19	Chapter 6	In-Chapter Exercises 6.1-6.3 Review Multiple Choice #1-10 Coding Practice #21-22; 26-27; 31-32; 36-37; 41-42; 46-47; 51-52; 56-57	30
Week 13 April 18-26	Test Chapters 4-6	Test Chapters 4-6 Discussion Week #13-14	100 50
Week 14 April 26-May3	Chapter 7	Review Multiple Choice #1-20 <u>Coding Practice 1:</u> #21, 22 - #26, 27 - #31, 32 - #36, 37 - #41, 42 - #46, 47 - #51, 52 - #56, 57 - #61, 62 - #66, 67 - #71, 72 - #81, 82 -	25

		#86, 87 - #109, 110 - #114, 115	
		Discussion Week #13-14	50
Week 15 May 2-10	Review		
Week 16 May 9-18	Final Exam		150
Total Points			1000