

**Middlesex Community College**

**Semester:** Summer 2014 Session II

**Course Syllabus for Medical Coding I – Online**

**Course Number:** DoughtyHIM-F205-2124

**Course Duration:** July 7, 2014-August 8, 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” and “Class Discussion” whenever you log on to the course. Due to the shorter duration of this course I would expect students to log in on a daily basis when possible.

***Special Announcement: This is a condensed course and covers the same material that is covered in the regular 15-week semester Coding I course. Please keep this in mind as the time required to adequately complete this course will take at least 15 hours per week. For this reason the entire course will be available from 6/30/14 for you to get started. Follow the due dates on the Syllabus to submit your work; late submission will be docked points.***

**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 ICD-9CM Vol 1 & 3 and an overview of ICD-10-CM and ICD-10-PCS and HCPCS (Healthcare Common Procedure Coding System) Level II coding. Also featured in this course is the use of online Encoder software to select codes.

***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, 9<sup>th</sup> 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 (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! 4<sup>th</sup> 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 MUST 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.commnet.edu](mailto:ADoughty@txcc.commnet.edu) (notice “txcc”), or in the case of Blackboard and college email unavailability use [adriennecpc@gmail.com](mailto:adriennecpc@gmail.com).

Attendance Policy:

**Note: This is an online course. Students are expected to log into the course on a regular basis, at least every other day, especially in the summer schedule. The schedule is intense as this is a 5-week course and the time commitment will be substantial.**

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. Please see the Syllabus for more details. 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.

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

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## Course Schedule

<u>Week</u>	<u>Chapter</u>	<u>Assignments</u>	<u>Points</u>
<b>Week 1</b> 7/7/14- 7/13/14	<b>Chapter 1</b> <i>Overview of Coding</i>  <b>Chapter 2</b> <i>Introduction to ICD-9-CM and ICD-10-CM/PCS Coding</i>  <b>View PowerPoint Chapter 1 and Chapter 2</b> and other information and links provided <i>See Course Content Tab</i>  <b>Read "How to Use This Text"</b> (pg. xx-xxi)  <b>How to use EncoderPro software</b>	<b>Discussion - Your Introduction - Biography with photo- Due Date 7/10/14 - Thurs by midnight</b> <b>Your response is due 7/13/14 by midnight</b>	30
		<b>Assignment Box- Questionnaire - Due 7/13/14</b>	30
		<b>Chapter 1</b> <b>Review Multiple Choice</b> pg. 32-34 #1-20	20
		<b>Chapter 2</b> <b>Review Multiple Choice</b> #1-10; Matching #11-15; <b>Coding Practice</b> #16-35	40
<b>Week 2</b> 7/12/14- 7/20/14	<b>Chapter 3</b> <i>ICD-9-MC and ICD-10-CM Coding Conventions</i>  <b>View PowerPoint Chapter 3</b> and other information and links provided	<b>Assignments</b> pg. 116-125 <b>Review Multiple Choice</b> #16-35	20
		<b>Discussion - Rare Disease - Initial Post due 7/16/14 and Response due 7/20/14</b>	100
		<b>Test Chapter 1 &amp; 2</b>	175

<b>Week 3</b> <b>7/19/14-7/27/14</b>	<b>Chapter 4</b> <i>ICD-9-CM and ICD-10-CM Coding Guidelines</i>  <b>View</b> PowerPoint <b>Chapter 4</b> and other information and links provided	<b>Assignments:</b> Pg. 245 <b>Review Multiple Choice I</b> #1-20 <b>Coding Practice</b> pg. 246-247 #41-60  <b>Discussion - Job Search Assignment</b>  <b>Test Chapter 3</b>	40   100  100
<b>Week 4</b> <b>7/26/14-8/3/14</b>	<b>Chapter 5</b> <i>ICD-9-CM and ICD-10-CM/PCS Hospital Inpatient Coding</i>  <b>Chapter 6</b> <i>ICD-9-CM and ICD-10-CM Outpatient and Physician Coding</i>  <b>View</b> PowerPoint for <b>Chapter 5 &amp; 6</b> and other information and links provided  <i><u>Note:</u> 7/30/14 is the last day to drop</i>	<b>Chapter 5</b> Pg. 295 <b>Review Multiple Choice I</b> - ICD-9-CM #1-10 PG. 296 Coding Practice- Hospital Inpatient Coding #21-35 (ICD-9-CM Vol.3 and ICD-10-CM-PCS)  <b>Chapter 6</b> Pg. 325 <b>Review Multiple Choice</b> #1-20 <b>Coding Practice</b> #21, 26, 31, 36, 41, 42, 46, 51, 56 only (ICD-9 and ICD-10)  <b>Test Chapter 4</b>	25   29   100
<b>Week 5</b> <b>8/02/14-8/08/14</b>	<b>Chapter 7</b> <i>HCPCS Level II National Coding System</i>  <b>View</b> PowerPoint for <b>Chapter 7</b> and other information and links provided	Pg. 361 <b>Review Multiple Choice</b> #1-20 <b>Coding Practice I</b> #21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 109, 114 only  <b>Test Chapter 5 &amp; 6</b>	36   155
		<b>POINTS GRAND TOTAL</b>	<b>1000</b>

### **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 prior to the date of the assessment or activity you will miss 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](http://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

WMRD 1150 am

WDRC 102.9 FM and 1360 am

WMMW 1470 am

WRCH 100.5 FM

WTIC 1080 am, 96.5 FM

WZMX 93.7 FM

WELI 960 am, WKCI 101 FM

Television Stations

WFSB - 3

WTNH - 8

WVIT - 30

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.