



Science, Allied Health, Health, & Engineering Department

Course: **HIM 206 Medical Coding II**

Instructor: Jill Flanigan

CRN: 2091 Semester: Summer 2018

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Semester: **Summer 2018**

Location: Fully Online

Day/Time: Online Only

Instructor: **Jill Flanigan**

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Office Hours [Wheaton Hall, Room 313]: Summer hours by appointment.

Course Description (from college catalog):

Gen Ed Competency: Critical Analysis & Logical Thinking

Nomenclatures and classification systems used in healthcare covered in this course include the CPT/HCPCS coding systems. Students will begin with simple coding cases and advance to more complex coding and auditing. Students will explore nomenclatures and classification systems commonly used in electronic health records and reporting including SNOMED, LOINC, NDC, along with an introduction to ICD-11.

Course Prerequisites: BIO 115 with a "C" or better or BIO 212 with a "C" or better, and MED 125 with a "C" or better

Importance of Course in Program/Discipline

American Health Information Management Association (AHIMA) Curriculum Competencies: The AHIMA Council for Excellence in Education developed competencies for associate degree students with the most recent update in the 2014 Curricula requirements. This program covers the AHIMA recommended competencies in six domains including (I) Data Content, Structure, and Standards, (II) Information Protection: Access, Disclosure, Archival, Privacy & Security, (III) Informatics, Analytics, and Data Use, (IV) Revenue Management, (V) Compliance, and (VI) Leadership. This course addresses the following AHIMA competencies (learning level this course/program goal):

Domain I: Data Content Structure and Standards

Subdomain I.A Classification Systems

I.A.1. Apply diagnosis/procedure codes according to current guidelines (3/3)

I.A.2. Evaluate the accuracy of diagnostic and procedural coding (3/5)

Subdomain I.B. Health Record Content and Documentation

I.B.1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status (4/4).

Domain V: Compliance

Subdomain V.B. Coding

V.B.1 Analyze current regulations and established guidelines in clinical classification systems (2/4)

Domain VI: Leadership

Subdomain VI.H. Ethics

VI.H.1. Comply with ethical standards of practice (3/5)

Program/Discipline Learning Outcomes Contained in Course
Designated TAP Learning Outcomes (Competencies) of the Course

Critical Analysis and Logical Thinking (D)

1. Identifying arguments: Identify issues, evidence and reasoning processes; distinguish facts from opinion; recognize various types of arguments
2. Formulating arguments: Formulates good arguments, including a significant focus on inductive reasoning.
3. Analysis: Break subject matter into components and identify their interrelations to ascertain the defining features of the work and their contributions to the whole.
4. Evaluation: Identify assumptions, assessing the quality and reliability of sources of evidence, and demonstrating knowledge of the criteria for evaluating the success of each kind of inference.
5. Synthesis: Draw together disparate claims into a coherent whole in order to arrive at well-reasoned and well-supported inferences that can be justified as a conclusion.

HIM Learning Outcomes (Competencies):

At the conclusion of this course, the Health Information Management Student will be able to:

- Use the CPT code set to assign correct codes.
- Use the HCPCS Level II code set to assign correct codes.
- Use clinical classification systems including SNOMED.
- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.
- Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED.
- Apply the Standards of Ethical Coding

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

Book Bundle: ISBN: 9781337757430 Publisher: Cengage Learning

1. Understanding Current Procedural Terminology and HCPCS Coding Systems, 6th Edition, Bowie.
2. Cengage Mindtap access
3. CPT Code Book 2018, AMA
4. HCPCS Level II 2018

Methods of Instruction:

Learning will be achieved through use of online videos, library resources, and web links. Resources will be posted to the Blackboard Course space. Students may submit questions about course materials through online discussion board, may visit me during office hours, or make an appointment to see me. It is important to read all the assigned material and view any video resources posted to the Blackboard Course.

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.

Communication Plan:

These are my expectations for electronic communication:

- I will remove posts that I determine to be inappropriate or unprofessional.
- Post all questions regarding course readings, assignments, or assessments to the Discussion Board.
- Please use email (course messages) *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.
- Use APA Style for written submissions in this course www.apastyle.org.
- The writing style of discussion boards should be formal and business-appropriate, including citation of sources.

Technology and Social Media:

- Students should not mix personal and academic/professional contacts and accounts when using social media. Students should create social media accounts specifically for professional/academic use to separate their personal online persona from their professional/academic work.
- The college assigns and e-mail account to all students. I will communicate with students through course e-mail or through e-mail directly to the student's Middlesex Community College e-mail address.

- I will not accept requests to connect with students from my personal social media accounts. I have a LinkedIn account for professional use and I will accept requests to connect from students who have set up a professional LinkedIn account. I will delete that connection if the LinkedIn activity contains unprofessional content.

Attendance Policy:

Attendance in face-to-face courses and regular activity in online courses is essential to student success. If you have decided not to continue in a course, do not simply stop attending. You need to withdraw officially. Only students who withdraw from class will receive a grade of W. Otherwise, students will receive the grade they have earned.

Course Evaluation and Grading:

- Assignments:
 - There will be a 10% penalty for late assignment submission.
 - Coding Assignments
 - Use the link in Blackboard to open the assignments in Cengage Mindtap (don't browse between assignments – that can break the link to the gradebook)
 - Coding Assignments in Mindtap will show you if your answer is correct, you can redo questions to improve your score up to the due dates.
 - Discussion Board Posts
 - Use APA Style for written submissions in this course www.apastyle.org.
 - Failure to cite sources in a written assignment (including the discussion board posts) will result in a zero.
 - Each discussion topic either asks you to read a document provided for review or to research to topic independently. Your response should be based on the document or research.
 - Expect your initial discussion board post for each topic to be approximately 2-3 paragraphs in length.
 - You must engage in discussion with other members of this class in order to receive full credit for discussion posts.
 - This engagement needs to be meaningful and move the discussion forward and not simply, "I agree."
 - Grading rubric for discussions:

Criteria	Levels of Achievement			
	Novice	Developing	Competent	Proficient
Quality and Content Weight 25.00%	0 % Comments are not clearly connected to course materials; does not address all required elements.	50 % Demonstrates difficulty connecting to course materials; does not address all required elements.	75 % Somewhat connected to course materials; addresses most required elements in the assignment; somewhat thoughtful.	100 % Connected to course materials; addresses all required elements; thoughtful and reflective.
Communication and Participation Weight 25.00%	0 % There are no replies to questions or comments.	50 % Postings sometimes contribute to ongoing conversations.	75 % Postings contribute to the class' ongoing conversations	100 % Postings actively stimulate and sustain further discussion by building on peers' responses.
Grammar & Formatting Weight 25.00%	0 % More than five incomplete sentence and/or misspelled/improperly used words or punctuation errors.	50 % No more than five incomplete sentence and/or misspelled/improperly used words or punctuation errors.	75 % No more than three incomplete sentence and/or misspelled/improperly used words or punctuation errors.	100 % No more than one incomplete sentence and/or misspelled/improperly used words or punctuation errors.
Sources and Citation Weight 25.00%	0 % No sources cited.	50 % Sources of poor quality and/or failed to cite using APA format.	75 % Good quality sources with citation in APA style with minor errors.	100 % High quality relevant sources with correct APA citation(s).

- Exams
 - Exams must be completed by the scheduled date; no late submissions will be permitted.

Course Evaluation and Grading (continued):

Assignments (Mindtap)	925 points
Assignment (SNOMED-CT)	100 points
Assignments (Case Studies)	210 points
Assignments (Discussion)	100 points
Exam 1 (Midterm)	150 points
<u>Exam 2 (Final)</u>	<u>200 points</u>
Total	1685 points

The final grade will be evaluated as a percentage and will translate into letter grades as follows:

Points	Percent	Letter Grade (Credit CRN 1378)	Pass/Fail Grade (Non-credit CRN 1478)
1567-1685	93.0% - 100.0%	A	Pass
1516-1566	90.0% - 92.9%	A-	Pass
1466-1515	87.0% - 89.9%	B+	Pass
1399-1465	83.0% - 86.9%	B	Pass
1346-1398	80.0% - 82.9%	B-	Pass
1297-1345	77.0% - 79.9%	C+	Pass
1230-1296	73.0% - 76.9%	C	Pass
1180-1229	70.0% - 72.9%	C-	Pass
1129-1179	67.0% - 69.9%	D+	Fail
1062-1128	63.0% - 66.9%	D	Fail
1011-1061	60.0% - 62.9%	D-	Fail
0-1010	Less than 60.0%	F	Fail

Additional Syllabus Information and College Policies:

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, non-discrimination, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/

Course Schedule:

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.

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
	Unit 1	Syllabus Introduction to CPT Coding CPT Modifiers	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> Read: Chapter 1 and Chapter 2 Assignments (MindTap): <ul style="list-style-type: none"> Chapter 1 Chapter 2

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
Week 1: 7/5/2018 - 7/11/2018	Unit 2	Evaluation and Management	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> • Read: Chapter 3 • View: "Ritual of the Bedside Exam" https://youtu.be/w2QVg9mezcY (Ritual of the Bedside Exam, 2011) • Read: "Evaluation and Management Services Guide" (Centers for Medicare and Medicaid Services, 2017) • Assignments (MindTap): <ul style="list-style-type: none"> ○ Chapter 3
	Unit 3	Anesthesia	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. 	<ul style="list-style-type: none"> • Read: Chapter 4 • View: (Films on Demand) "Anesthesia" https://fod.infobase.com/PortalPlaylists.aspx?wID=103971&xtid=52803 (Anesthesia, 2010) • View: (YouTube) "Moderate Conscious Sedation in CPT for 2017" https://youtu.be/fczGartGC-U (Moderate Conscious Sedation in CPT for 2017, 2016) • Assignments (MindTap): <ul style="list-style-type: none"> ○ Chapter 4 • Assignments (Case Study): <ul style="list-style-type: none"> ○ Case Study: EDCase030 ○ Case Study: EDCase022 ○ Case Study: EDCase024
Week 2: 7/12/2018 -	Unit 4	General Surgery Coding Guidelines Integumentary System Musculoskeletal System	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> • Read: Chapter 5 and Chapter 6 • View: CMS Website https://www.cms.gov/ (Centers for Medicare & Medicaid Services, n.d.) • Assignments (MindTap): <ul style="list-style-type: none"> ○ Chapter 5 ○ Chapter 6 • Assignments (Discussion): <ul style="list-style-type: none"> ○ D-1 Search the CMS website for Medicare Transmittals pertaining to use of modifiers and discuss.

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
	Unit 5	Respiratory System Cardiovascular System Other Terminologies and Classification Systems	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 7 and Chapter 8 Assignments (MindTap): <ul style="list-style-type: none"> Chapter 7 Chapter 8 Assignments (Case Study): <ul style="list-style-type: none"> EDCase003
	Unit 6	Hemic and Lymphatic Systems Mediastinum and Diaphragm	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> Read: Chapter 9 and Chapter 10 Assignments (Mindtap): <ul style="list-style-type: none"> Chapter 9 Chapter 10 Assignments (Case Study): <ul style="list-style-type: none"> EDCase023 EDCase011
Week 3: 7/19/2018 – 7/25/2018	Unit 7	Digestive System Urinary System Current Dental Terminology (CDT)	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 11 and Chapter 12 Assignments (MindTap): <ul style="list-style-type: none"> Chapter 11 Chapter 12 Assignments (Case Study): <ul style="list-style-type: none"> ASUCase014 Exam 1 (Midterm)

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
	Unit 8	Male Genital System Female Genital System Terminologies used in Nursing Practice	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Apply the Standards of Ethical Coding • Use clinical classification systems including SNOMED. • Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> • Read: Chapter 13 and Chapter 14 • Read: "Anatomy of a Physician Coder: Small, medium, and large physician practices all feature these multi-tasking, multi-responsibility coders" (Eramo, 2012) • Assignments (Mindtap): <ul style="list-style-type: none"> ○ Chapter 13 ○ Chapter 14 • Assignments (Case Study): <ul style="list-style-type: none"> ○ ASUCase015 • Assignments (Discussion): <ul style="list-style-type: none"> ○ D-2 Discuss the role of physician coders vs the role of hospital coders.
	Unit 9	Maternity Care and Delivery Endocrine System International Classification of Functioning, Disability, Health (World Health Organization, 2017)	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Apply the Standards of Ethical Coding • Use clinical classification systems including SNOMED. • Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> • Read: Chapter 15 and Chapter 16 • Assignments (MindTap): <ul style="list-style-type: none"> ○ Chapter 15 ○ Chapter 16 • Assignments (Case Study): <ul style="list-style-type: none"> ○ ASUCase006
Week 4: 7/26/2018 –	Unit 10	Nervous System	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> • Read: Chapter 17 • Assignments (MindTap): <ul style="list-style-type: none"> ○ Chapter 17 • Assignments (Case Study): <ul style="list-style-type: none"> ○ ASUCase001

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
	Unit 11	Eye and Ocular Adnexa Auditory System and Operating Microscope SNOMED-CT	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 18 and Chapter 19 Assignments (MindTap): <ul style="list-style-type: none"> Chapter 18 Chapter 19 Assignment (SNOMED): <ul style="list-style-type: none"> SNOMED (Due 4/17/2018)
	Unit 12	Radiology Pathology and Laboratory SNOMED-CT LOINC	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 20 and Chapter 21 View: (Films on Demand) "The Medical Imaging Revolution" (The Medical Imaging Revolution, 2005) View "Introduction to Lab Values and Normal Ranges (Khan Academy, 2012)" View LOINC Overview (LOINC) Assignments (MindTap): <ul style="list-style-type: none"> Chapter 20 Chapter 21
Week 5: 8/2/2018 – 8/9/2018	Unit 13	Medicine ICD-11	<ul style="list-style-type: none"> Use the CPT code set to assign correct codes. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. Apply the Standards of Ethical Coding Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 22 Assignments (MindTap): <ul style="list-style-type: none"> Chapter 22 Assignments (Case Study): <ul style="list-style-type: none"> ASUCase003 EDCase043
	Unit 14	HCPCS Codes National Drug Codes (NDC) RxNorm	<ul style="list-style-type: none"> Use the HCPCS Level II code set to assign correct codes. Use clinical classification systems including SNOMED. Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. 	<ul style="list-style-type: none"> Read: Chapter 23 View: Rx Norm (U.S. National Library of Medicine, 2014) Assignments (MindTap): <ul style="list-style-type: none"> Chapter 23 Assignments (Case Study): <ul style="list-style-type: none"> EDCase037 EDCase031

Date	Unit	Topic(s) and Outcomes	Learning Objectives	Reading, Assignments, Quizzes, and Tests
	Unit 15	Review	<ul style="list-style-type: none"> • Use the CPT code set to assign correct codes. • Use the HCPCS Level II code set to assign correct codes. • Use clinical classification systems including SNOMED. • Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status. • Explain current regulations and established guidelines in clinical classification systems including NDC, RxNorm, LOINC, and SNOMED. • Apply the Standards of Ethical Coding 	<ul style="list-style-type: none"> • Review and Practice
<ul style="list-style-type: none"> • FINAL EXAM must be completed by 11:59pm on 8/9/2018. 				

References

Anesthesia (2010). [Motion Picture]. Films on Demand. Retrieved 9 12, 2017, from <https://fod.infobase.com/PortalPlaylists.aspx?wID=103971&xtid=52803>

Centers for Medicare & Medicaid Services. (n.d.). *Centers for Medicare & Medicaid Services*. Retrieved 9 12, 2017, from <https://www.cms.gov/>

Centers for Medicare and Medicaid Services. (2017, 8). *Evaluation and Management Services*. Retrieved 9 12, 2017, from <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/eval-mgmt-serv-guide-ICN006764.pdf>

Eramo, L. A. (2012). Anatomy of a Physiican Coder: Small, medium, ad large physician practices all feature these multi-tasking, multi-responsibility coders. *Journal of AHIMA*, 83(11), 28-32. Retrieved 9 12, 2017, from <http://library.ahima.org/doc?oid=105760#.WbqBULKGNpg>

Khan Academy. (2012, 09 21). Introduction to Lab Values and Normal Ranges. Retrieved from <https://www.khanacademy.org/science/health-and-medicine/lab-values/v/introduction-to-lab-values-and-normal-ranges>

LOINC (Producer). (n.d.). *LOINC Overview* [Motion Picture]. Retrieved 11 13, 2017, from <https://youtu.be/OJYQ2xHNIUU>

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Ritual of the Bedside Exam (2011). [Motion Picture]. YouTube. Retrieved from <https://youtu.be/w2QVg9mezcy>

The Medical imaging Revolution. (2005). (F. o. Demand, Compiler) Retrieved 11 13, 2017, from <https://mxcc.idm.oclc.org/login?url=http://fod.infobase.com/PortalPlaylists.aspx?wID=103971&xtid=41388>

U.S. National Library of Medicine. (2014, December 1). *nified Medical Language System (UMLS)*. Retrieved from <https://www.nlm.nih.gov/research/umls/rxnorm/>

World Health Organization. (2017, 01 27). *International Classification of Functioning, Disability, and Health*. Retrieved 10 23, 2017, from [who.int: http://www.who.int/classifications/icf/en/](http://www.who.int/classifications/icf/en/)