



Science, Allied Health, Health, & Engineering Department

Winter Intercession 2017-18

Course: **HIM 290 Certification Exam Preparation**

CRN: 4019

**Science, Allied Health, Health, & Engineering Department**

Course Title: **HIM 290 Certification Exam Preparation** Course CRN: **4019**  
Semester: **Winter Intercession 2017-2018** Meeting Days/Time: **Online**

**Instructor**

Instructor Name: Jill Flanigan Office Phone: 860-343-5791 E-mail: [jflanigan@mxcc.edu](mailto:jflanigan@mxcc.edu)  
Office Location: Wheaton Hall, Room 313 Office Hours: By appointment (WebEx)

**Course Description (from college catalog):**

Students completing a degree in health information management usually sit for a professional certification exam in health information management and/or coding. This course will prepare students for certification exams by providing test-taking tips and study strategies. Students will review exam content including coding, privacy and security of health information, and other exam topics. Students will receive assistance in selecting and registering for certification exams and will complete practice tests. Students will have the opportunity to explore career goals and prepare a resume.

**Course Prerequisites:** Permission of Program Coordinator.

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

**Required:**

Evolve Exam Review for Physician Coding Exam 2017, Elsevier, ISBN: 9780323483773

Evolve Exam Review for facility Coding Exam 2016, Elsevier, ISBN: 9780323279871

**Recommended:**

*We will be book coding in this course. Students should have a copy of the ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. Students who already own code manuals may use the editions they have. Students should check the requirements for the exam they plan to take to see if they need to update their books.*

CPT Professional Edition 2018, AMA, ISBN: 9781622026005

HCPCS Level II Expert 2018, Optum360, ISBN: 9781622543762

ICD-10-CM 2018, Optum360, ISBN: 9781622543984

ICD-10-PCS 2018, Optum360, ISBN: 9781622543861

**Course Evaluation and Grading:**

**Use APA Style for written submissions in this course [www.apastyle.org](http://www.apastyle.org).**

**Major Assignments and their Value**

Resume (A1)	100 points
Assignments (A2-10)	700 points
<u>Exams (T1-T6)</u>	<u>200 points</u>
Total	1000 points

**Grading Scale**

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

Letter Grade	Percent Grade
A	93.0-100.0
A-	90.0-92.9
B+	87.0-89.9
B	83.0-86.9
B-	80.0-82.9
C+	77.0-79.9
C	73.0-76.9
C-	70.0-72.9
D+	67.0-69.9
D	63.0-66.9
D-	60.0-62.9
F	Less than 60.0

**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/](http://www.mxcc.edu/catalog/syllabus-policies/)

**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 provides students with a review of clinical coding domains.

**Program/Discipline Learning Outcomes Contained in Course**

**HIM Learning Outcomes (Competencies):**

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

- Understand career options including HIM roles, certifications, and professional organizations.
- Create a resume.
- Apply study skills to certification exam preparation.

**General Objectives of the Course:**

Apply study skills to certification exam preparation.

- Demonstrate knowledge of medical terminology, anatomy, pathophysiology, and pharmacology
- Explain rules, regulations, and practices to protect the privacy and security of health information
- Evaluate clinical documentation to select ICD-10-PCS, ICD-10-CM, CPT, and HCPCS Level II codes.
- Apply coding guidelines for physician office, hospital outpatient, and hospital inpatient settings.
- Describe reimbursement methodologies for physician office, outpatient hospital, and inpatient hospital.
- Apply prospective payment system groups to coded data including APCs and MS-DRGs

- Describe the billing process including using coded data on claim forms and appealing denials.
- Explain areas of risk for billing compliance including NCCI edits, Medicare Code Edits, the 2 Midnight Rule, and ABNs.

Understand career options including HIM roles, certifications, and professional organizations.

- Compare professional organizations and the certification exam options they offer.
- Identify job description(s) and work setting(s) of interest and assess readiness for the role(s).

Create a resume.

- Create a resume appropriate for the healthcare setting and create a professional online profile.

**Designated TAP Competencies:** This course has not been designated to meet TAP competencies.

**Methods of Instruction:**

Learning will be achieved through use of online videos, library resources, web links. Resources will be posted to the Blackboard Course space. Students may submit questions about course through online discussion boards. 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 Boards
- 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.
- The writing style of discussion boards should be formal and business-appropriate, including citation of sources.
- Use APA Style for written submissions in this course [www.apastyle.org](http://www.apastyle.org) including source citations in discussion posts.

**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.

**Course Schedule:**

The following syllabus may be updated at the discretion of the instructor, please refer to messages and announcements for any changes during the course.

Unit	Topics	Outcomes <ul style="list-style-type: none"> <li>• Learning Objectives</li> </ul>	Reading & Assignments
<b>Unit 1</b> 12/26 – 12/31	HIM Professional Roles and Certifications & Classification Systems	<p><b>Understand career options including HIM roles, certifications, and professional organizations.</b></p> <ul style="list-style-type: none"> <li>• Compare professional organizations and the certification exam options they offer.</li> <li>• Identify job description(s) and work setting(s) of interest and assess readiness for the role(s).</li> </ul> <p><b>Create a resume.</b></p> <ul style="list-style-type: none"> <li>• Create a resume appropriate for the healthcare setting and create a professional online profile.</li> </ul> <p><b>Apply study skills to certification exam preparation.</b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of medical terminology, anatomy, pathophysiology, and pharmacology</li> <li>• Explain rules, regulations, and practices to protect the privacy and security of health information</li> </ul>	<p><b>Reading:</b>                      Complying with Medical Record Documentation Requirements (Medicare Learning Network, 2017)</p> <p>Complying with Medicare Signature Requirements (Medicare Learning Network, 2016)</p> <p>HIPAA Basics for Providers: Privacy, Security, and Breach Notification Rules (Medicare learning Network, 2016)</p> <p><b>Visit:</b>                      AAPC website (American Academy of Professional Coders, 2017)                      AHIMA website (American Health Information Management Association, 2017)</p> <p><b>View:</b>                      Review slides for terminology, anatomy &amp; physiology                      Review slides for using the code books</p> <p><b>Assignments (due 12/31):</b>                      A1: Resume                      A2: Certifications                      A3: Privacy &amp; Security                      A4: Code Sets &amp; Code Books                      T1: Facility Coding Pre-Exam                      T2: Physician Coding Pre-Exam</p>
<b>Unit 2</b> 1/1 – 1/7	Classification Systems	<p><b>Apply study skills to certification exam preparation.</b></p> <ul style="list-style-type: none"> <li>• Evaluate clinical documentation to select ICD-10-PCS, ICD-10-CM, CPT, and HCPCS Level II codes.</li> <li>• Apply coding guidelines for physician office, hospital outpatient, and hospital inpatient settings.</li> </ul>	<p><b>Reading:</b>                      Evaluation and Management Services (Medicare Learning Network, 2017)</p> <p><b>View:</b>                      Review slides for coding guidelines</p> <p><b>Assignments (due 1/7):</b>                      A5: ICD-10-CM Guidelines                      A6: ICD-10-PCS Guidelines                      A7: CPT/HCPCS Guidelines                      T3: Facility Coding Post-Exam                      T4: Physician Coding Post-Exam</p>

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Unit	Topics	Outcomes <ul style="list-style-type: none"> <li>• Learning Objectives</li> </ul>	Reading & Assignments
<b>Unit 3 1/8 – 1/14</b>	Revenue Management and Compliance & Classification Systems	<p><b>Apply study skills to certification exam preparation.</b></p> <ul style="list-style-type: none"> <li>• Describe reimbursement methodologies for physician office, outpatient hospital, and inpatient hospital.</li> <li>• Apply prospective payment system groups to coded data including APCs and MS-DRGs</li> <li>• Describe the billing process including using coded data on claim forms and appealing denials.</li> <li>• Explain areas of risk for billing compliance including NCCI edits, Medicare Code Edits, the 2 Midnight Rule, and ABNs</li> </ul>	<p><b>Reading:</b>                      How to Use the Medicare National Correct Coding Initiative (NCCI) Tools (Medicare Learning Network, 2016)</p> <p>Medicare Billing: 837I and Form CMS-1450 (Medicare Learning Network, 2016)</p> <p>Medicare Billing: 837P and Form CMS-1500 (Medicare Learning Network, 2016)</p> <p>Hospital Outpatient Prospective Payment System (Medicare Learning Network, 2016)</p> <p>Remittance Advice (RA) Information – An Overview (Medicare Learning Network, 2017)</p> <p>Reading an Institutional RA (Medicare Learning Network, 2017)</p> <p>Reading a Professional Remittance Advice (RA) (Medicare Learning Network, 2017)</p> <p>Acute Care Hospital Inpatient Prospective Payment System (Medicare Learning Network, 2016)</p> <p>Guidelines for Teaching Physicians, Interns, and Residents (Medicare Learning Network, 2017)</p> <p>Medicare Advance Beneficiary Notices (Medicare Learning Network, 2015)</p> <p>Medicare Fraud &amp; Abuse: Prevention, Detection, and Reporting (Medicare Learning Network, 2016)</p> <p><b>View:</b> Medicare Basics: parts A and B Claims Overview (Centers for Medicare and Medicaid Services, 2016)</p> <p><b>Assignments (due 1/14):</b>                      A8: Reimbursement Methodologies                      A9: Revenue Cycle-Billing Process                      A10: Compliance Risks</p>
<b>Exam</b>		<p><b>Final Exam</b></p>	<p><b>Final Exam (due 1/14)</b>                      T5: Facility Coding Final Exam                      T6: Physician Coding Final Exam</p>

## References

- American Academy of Professional Coders. (2017). *Certification*. Retrieved 11 06, 2017, from AAPC.com: <https://www.aapc.com/certification/>
- American Health Information Management Association. (2017). *Certification*. Retrieved 11 06, 2017, from AHIMA.org: <http://www.ahima.org/certification>
- Centers for Medicare and Medicaid Services. (2016, 1108). Medicare Basics: Parts A and B Claims Overview. Retrieved 11 09, 2017, from <https://youtu.be/Kv4k9MqMuag>
- Medicare Learning Network. (2015, October). *Medicare Advance Beneficiary Notices*. Retrieved 11 09, 2017, from cms.gov: [https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/ABN\\_Booklet\\_ICN006266.pdf](https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/ABN_Booklet_ICN006266.pdf)
- Medicare Learning Network. (2016, December). *Acute Care Hospital Inpatient Prospective Payment System*. Retrieved 11 09, 2017, from cms.gov: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/AcutePaymntSysfctsh.pdf>
- Medicare Learning Network. (2016, March). *Complying with Medicare Signature Requirements*. Retrieved 11 06, 2017, from CMS.gov: [https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/Signature\\_Requirements\\_Fact\\_Sheet\\_ICN905364.pdf](https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/Signature_Requirements_Fact_Sheet_ICN905364.pdf)
- Medicare Learning Network. (2016, August). *HIPAA Basics for Providers: Privacy, Security, and Breach Notification Rules*. Retrieved 11 06, 2017, from CMS.gov: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/HIPAAPrivacyandSecurity.pdf>
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- Medicare Learning Network. (2016, June). *How to Use the Medicare National Correct Coding Initiative (NCCI) Tools*. Retrieved 11 06, 2017, from CMS.gov: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/How-To-Use-NCCI-Tools.pdf>
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- Medicare Learning Network. (2016, October). *Medicare Billing: 837P and Form CMS-1500*. Retrieved 11 06, 2017, from <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/837P-CMS-1500.pdf>
- Medicare Learning Network. (2016, October). *Medicare Fraud & Abuse: Prevention, Detection, and Reporting*. Retrieved 11 09, 2017, from cms.gov: [https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/Fraud\\_and\\_Abuse.pdf](https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/Fraud_and_Abuse.pdf)
- Medicare Learning Network. (2017, April). *Complying with Medical Record Documentation requirements*. Retrieved 11 06, 2017, from CMS.gov: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/CERTMedRecDoc-FactSheet-ICN909160.pdf>

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Medicare Learning Network. (2017, February). *Reading an Institutional RA*. Retrieved 11 06, 2017, from CMS.gov: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/Downloads/Institutional-RA-Booklet-ICN908326.pdf>

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