Syllabus: HIM*215 Clinical Coding PPE I

SCHEDULE AND CONTACT INFORMATION:

Semester: Fall 2019   Location: Fully Online   Day/Time: Assignments Due Weekly

Instructor: Elaine Ippolito   Phone: 860-343-5761   E-mail: *eippolito@mxcc.edu*

Schedule an appointment: via email at eippolito@mxcc.edu

Office Hours [Wheaton Hall, Room 313]: Tuesday 11 am-12 noon and Wednesday 10 am-12 pm

COURSE DESCRIPTION (FROM COLLEGE CATALOG):

Through this course, students will develop an understanding of coding and classification systems in order to assign valid diagnostic and/or procedure codes. It will include the validation of coded clinical information and case mix/severity of illness data. Students will complete coding case studies utilizing a logic-based encoder and coding references. Medical records coded in this course include cases covering the following body systems and coding categories: integumentary system, musculoskeletal system, digestive system, and respiratory system.

Course Prerequisites: HIM*201, HIM*203, HIM*205, and HIM*206, all with a "C" or better.

IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE:

American Health Information Management Association (AHIMA) Professional Certificate Approved Program 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. The PCAP curriculum competencies include recommended competencies in four of the 2014 curricula domains including (I) Data Content, Structure, and Standards, (II) Information Protection: Access, Disclosure, Archival, Privacy & Security, (IV) Revenue Management, and (V) Compliance. This course addresses the following PCAP 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)
         I.A.2.   Evaluate the accuracy of diagnostic and procedural coding (5)
         I.A.3.   Apply diagnostic/procedural groupings (3)
         I.A.4.   Evaluate the accuracy of diagnostic/procedural groupings (5)
     Subdomain I.B. Health Record Content and Documentation
         I.B.2.   Verify the documentation in the health record is timely, complete, and accurate (4).
Domain II: Information Protection: Access, Disclosure, Archival, Privacy & Security
     Subdomain II.B. Data Privacy, Confidentiality & Security

II.B.2.   Describe retention and destruction policies for health information (2).

Domain V: Compliance

Subdomain V.A. Regulatory

V.A.1. Apply policies and procedures to ensure organizational compliance with regulations and standards (3).

V.A.2. Adhere to the legal and regulatory requirements related to the health information management (3).

Subdomain V.B. Coding

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

V.B.2. Determine the accuracy of computer assisted coding assignment and recommend corrective action (5).

Subdomain V.D. Clinical Documentation Improvement

V.D.1. Identify discrepancies between supporting documentation and coded data (3).

V.D.2. Develop appropriate physician queries to resolve data and coding discrepancies (6).

HIM Learning Outcomes (Competencies):

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

- Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines.
- Evaluate the accuracy of diagnostic and procedural coding.
- Apply MS-DRG and APC groupings.
- Evaluate the accuracy of diagnostic and procedural groups.
- Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards.
- Verify that documentation is complete and meets the requirements of the care setting,
- Identify incomplete documentation.
- Write compliant physician coding queries
- Evaluate computer assisted coding for accurate code assignment.
- Interpret regulations and standards to ensure compliance.
- Employ auditing techniques to ensure coding quality and adherence to legal and regulatory requirements.
- Describe retention policies for health data.

TEXTBOOKS AND OTHER REQUIRED READING/COMPUTER SOFTWARE/MATERIALS/LIBRARY RESERVE:

- All Access Virtual Lab Student Enrollment Code-1yr, Author: AHIMA, Publisher: American Health Information Management Association
- Health Information Management Case Studies, Author: Foley, ISBN: 9781584264583, 2016, Publisher: American Health Information Management Association
- Students will continue to use these materials purchased for other courses: Coding manuals: CPT, ICD-10-CM, and ICD-10-PCS (HIM 205 & HIM 206)

METHODS OF INSTRUCTION:

Learning will be achieved through use of textbook readings, lecture slides, 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 boards, or may visit me during office hours. It is important to read all the assigned material and view any video resources posted to the Blackboard Course.

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. Students should check their college email regularly.

- I will not accept requests to connect with students from my personal social media accounts.

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:

- Use APA Style for written submissions in this course.

- All assignments, discussions, and tests must be submitted on time. Any item not submitted by the due date will receive a zero.

Discussion Board Posts:

- May not be submitted after the due date.
- Submit you first post by 11:59pm on <u>Wednesday</u> to receive full points – this enables others to read and respond to your post before the due date.
- You need at least 2 posts each week: (1) your own initial post addressing the discussion topic by Wednesday at 11:59 pm and (2) a response to another student's posts that demonstrates that you read the post and have responded in a thoughtful way by Sunday at 11:59pm.
- This engagement needs to be meaningful and move the discussion forward and not simply, "I agree."
- Grammar, spelling, and punctuation always count.
- Professional and respectful communication is required. Disrespectful or unprofessional posts will be removed.
- Use APA Style for written submissions in this course www.apastyle.org.
    - Plagiarism (failure to give attribution to your source of information) 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.
    - You must give attributions to the sources of information you used to develop your post. Failure to give attribution constitutes plagiarism and will result in a zero on the assignment.
    - You must cite sources using APA citation style (inline citations and a list of references). Listing only the url of an electronic source is not an APA style citation.
- Grading Rubric for Discussion Boards:

Rubric Detail

Criteria	Levels of Achievement			
	Novice	Developing	Competent	Proficient
Quality and Content Weight 25.00%	0.00000 % Comments are not clearly connected to course materials; does not address all required elements. Or No post.	50.00000 % Demonstrates difficulty connecting to course materials; does not address all required elements.	75.00000 % Somewhat connected to course materials; addresses most required elements in the assignment; somewhat thoughtful.	100.00000 % Connected to course materials; addresses all required elements; thoughtful and reflective.
Communication and Participation Weight 25.00%	0.00000 % There are no replies to questions or comments. Or No post.	50.00000 % Postings sometimes contribute to ongoing conversations. No 2nd post by Monday 11:59 pm.	75.00000 % Postings contribute to the class' ongoing conversations. 1st post late and 2nd post by Monday 11:59 pm.	100.00000 % Postings actively stimulate and sustain further discussion by building on peers' responses. 1st post by Saturday at 11:59 pm and 2nd post by Monday 11:59 pm.
Grammar & Formatting Weight 25.00%	0.00000 % More than five incomplete sentence and/or misspelled/improperly used words or punctuation errors. Or No post.	50.00000 % No more than five incomplete sentence and/or misspelled/improperly used words or punctuation errors.	75.00000 % No more than three incomplete sentence and/or misspelled/improperly used words or punctuation errors.	100.00000 % No more than one incomplete sentence and/or misspelled/improperly used words or punctuation errors.
Sources and Citation Weight 25.00%	0.00000 % No sources cited (plagiarism will result in a zero total grade). Or No post.	50.00000 % Sources of poor quality and/or failed to cite using APA format.	75.00000 % Good quality sources with citation in APA style with minor errors.	100.00000 % High quality relevant sources with correct APA citation(s) or no outside sources (citation not required).

AHIMA VLab Activities	233 points
Discussion	300 points
Coding Cases	419 points
Exams	200 points
Total	1152 points

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: https://mxcc.edu/catalog/academic-policies/

Course Schedule:

The following schedule may be updated at the discretion of the instructor, please refer to Weekly Assignments and Announcements for any changes during the course.

Week # & Dates		Topics	Outcomes/Learning Objectives	Reading & Assignments
8/27/19 –	Unit 1	**Logic-based encoders**	• Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines.	1. Register your AHIMA VLab Subscription 2. Nuance Clintegrity™ Facility and Physician Coding, Compliance and Abstracting

		Coding Guidelines and Regulations
		
		Integumentary system
			• Evaluate the accuracy of diagnostic and procedural coding.
			• Apply MS-DRG and APC groupings.
			• Evaluate the accuracy of diagnostic and procedural groups.
			• Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards.
			• Write compliant physician coding queries
				• Getting Started
				• Encoder Tutorial
				• ICD-10 Lab Activity
				• ICD-10 Patient Coding Scenarios
				• Encoder References
				• Physician Query
				• Assigning MS-DRGs
				• Present on Admission Designations
				3. EDCO Solcom EDMS
				  • Getting Started in EDCO Solcom EDMS
				  • Navigating the EDMS: Scavenger Hunt
				4. Discussion: Writing compliant physician queries. Case Study 5.5 Anemia Query
				5. Integumentary system coding cases:
				  • Outpatient Surgery Case: 311170
				  • Outpatient Clinic Cases: 410198, 410503
				  • Ambulatory Surgery: 1009931

9/2/2019 - 9/8/2019	Unit 2	**Coding Guidelines and Regulations** **Musculoskeletal system** **Documentation requirements** **Physician queries**	• Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines. • Evaluate the accuracy of diagnostic and procedural coding. • Apply MS-DRG and APC groupings. • Evaluate the accuracy of diagnostic and procedural groups. • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards. • Verify that documentation is complete and meets the requirements of the care setting	3M™ Coding and Reimbursement System • 3M Login Instructions • CRS References • Clinical Coding and Reimbursement • Coding with CPT and HCPCS • E/M Coding with HCPS/CPT Finder • MS-DRG Assignment Discussion: Documentation Requirements Case 1.18 Special health record documentation requirements Musculoskeletal system coding cases: • Inpatient Cases: 394857, 300301, 300309, 334562, 400031, 400067, 400078, 400432, ROI3918147, ROI8751109, ROI8460786

				• Outpatient Clinic Cases: 410101, 410150, 410327, 410512 • Ambulatory Surgery Case: 1001500 Exam 1 – Integumentary system
9/9/2019 – 9/15/2019	Unit 3	**Coding Guidelines and Regulations** **Digestive system** **Computer-Assisted Coding**	• Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines. • Evaluate the accuracy of diagnostic and procedural coding. • Apply MS-DRG and APC groupings. • Evaluate the accuracy of diagnostic and procedural groups. • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards. • Evaluate computer assisted coding for accurate code assignment. • Employ auditing techniques to ensure coding quality and adherence to legal and regulatory requirements.	Find-A-Code • Getting Started • Icons, Symbols, and Legends • Code-A-Note • Evaluation and Management • E/M Audit Tools Discussion: Computer-Assisted Coding Case 5.29 Digestive System Coding Cases: • Inpatient Cases: 322039, 330909, 300302, 300304, 400055, 400099, 400495, 400500, 1008018, 1004157 • Outpatient Surgery Cases: 311171, 311173, 311174, 312176, 311177, 311179 • Outpatient Clinic Cases: 410033, 410064 Exam 2 – Musculoskeletal System
9/16/2019 – 9/22/2019	Unit 4	**Coding Guidelines and Regulations** **Respiratory system** **Accreditation Requirements**	• Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines. • Evaluate the accuracy of diagnostic and procedural coding. • Apply MS-DRG and APC groupings.	Discussion: Accreditation Requirements Case 5.1 Joint Commission – Do Not Use Abbreviations Respiratory System Coding Cases: • Inpatient Cases: 300282, 348927, • 398761, 320102, 152600 • Outpatient Surgery Cases: 311178, 311180, 311183

			• Evaluate the accuracy of diagnostic and procedural groups. • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards. • Interpret regulations and standards to ensure compliance.	• Emergency Department Cases: 322232, 322234, 311184, EDCASE045 Exam 3 – Digestive System
9/23/2019 – 9/29/2019	Unit 5	**Coding Guidelines and Regulations** **Compliance** **Retention and destruction** **Data storage and retrieval**	• Apply ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II codes according to current guidelines. • Evaluate the accuracy of diagnostic and procedural coding. • Apply MS-DRG and APC groupings. • Evaluate the accuracy of diagnostic and procedural groups. • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards. • Describe retention policies for health data	Discussion: Retention Case 2.35 Retention and Destruction. Exam 4 - Respiratory System (Final Exam)

REFERENCES
There are no sources in the current document.