Syllabus: HIM*216 Clinical Coding PPE II

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: infectious and parasitic disease; endocrine diseases; nervous system and sense organs; neoplasm; genitourinary system; pregnancy, childbirth, and the puerperium; congenital abnormalities; signs and symptoms; and mental disorders.

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.4.   Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare (3).

Domain II: Information Protection: Access, Disclosure, Archival, Privacy & Security

Subdomain II.B. Data Privacy, Confidentiality & Security

II.B.3.   Apply system security policies according to departmental and organizational data/information standards (3).

Domain IV: Revenue Management

Subdomain IV.A. Revenue Cycle and Reimbursement

IV.A.1.   Apply policies and procedures for the use of data required in healthcare reimbursement (3).

Domain V: Compliance

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.C. Fraud Surveillance

V.C.1,   Identify potential abuse or fraudulent trends through data analysis (3).

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) OF THE COURSE

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.
- Identify incomplete documentation.
- Write compliant physician coding queries
- Evaluate computer assisted coding for accurate code assignment.
- Identify potential fraud or abuse through data analysis.
- Interpret the documentation requirements of various providers and disciplines.
- Interpret the access and documentation requirements of various healthcare roles to develop role-based security.
- Apply standards for the collection and use of reimbursement 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:

DSM-5 Assignment   50 points
ICD-O-3 Assignment 50 points
Discussion   250 points
Coding Cases   500 points
Exams   200 points
Total   1050 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

9/30/2019 – 10/6/2019	Unit 1	**Documentation requirements by role and role-based security**
		
		Coding Guidelines and Regulations
		
		infectious and parasitic disease
		
		signs & symptoms
		
		endocrine diseases
			• 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.
			• Identify incomplete documentation.
			• Write compliant physician coding queries
			• Interpret the documentation requirements of various providers and disciplines.
			• Interpret the access and documentation requirements of various healthcare roles to develop role-based security.
				1) Discussion: Role-based security in healthcare organizations. Case 2.25 Security access controls
				
				2) Infectious and parasitic disease coding cases:
				  a) Emergency Department Cases: 322221, 322227, 322228
				  b) Inpatient case: 151630
				
				3) Signs & Symptoms coding cases:
				  a) Emergency Department Case: 322225
				
				4) Endocrine disease coding cases:
				  a) Inpatient Cases: 400233, 400388, 400404

10/7/2019 – 10/13/2019	Unit 2	**Reimbursement data requirements, privacy and security, and data use.**
		
		Coding Guidelines and Regulations
		
		Nervous system and sense organs
			• 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.
			• Identify incomplete documentation.
				1) Discussion: Data required for healthcare reimbursement Case 4.5 Case Management – Discharge Disposition
				
				2) Nervous system and sense organ coding cases:
				  a) Inpatient Cases: 324789, 308882, 1000134
				  b) Emergency Department Cases: 322223, 322230, 322235
				  c) Outpatient Clinic Cases: 410303, 410220, 410021

			• Write compliant physician coding queries • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards. • Apply standards for the collection and use of reimbursement data.	d) Ambulatory Surgery case: 1008808 3) Exam 1 – Infectious disease, Signs & symptoms, and Endocrine disease
10/14/2019 – 10/20/2019	Unit 3	**Coding accuracy, fraud and abuse** **ICD-O** **Coding Guidelines and Regulations** **Neoplasm**	• 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. • Identify incomplete documentation. • Write compliant physician coding queries • Evaluate computer assisted coding for accurate code assignment. • Identify potential fraud or abuse through data analysis.	1) Discussion: Analyzing health data to identify fraud and abuse Case 5.10 CAC and Fraud Detection 2) International Classification of Diseases for Oncology Assignment 3) Neoplasm coding cases: a) Inpatient cases: 388967, 333061, 398275, 300308, 400289, 138499, 1000033 b) Ambulatory Surgery cases: 1000008, 311182 c) Outpatient Clinic Cases: 410057, 410092, 410410, 410481, 1000003, 1000026, 1000002 4) Exam 2 – Nervous system and sense organs
10/21/2019 – 10/27/2019	Unit 4	**Documentation Improvement** **Coding Guidelines and Regulations** **Genitourinary system** **Pregnancy, childbirth, and the puerperium**	• 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. • Identify incomplete documentation.	1) Discussion: Clinical documentation improvement process and roles Case 5.6 Coding Error Please utilize the 3M encoder in the Virtual lab to code all of the following cases. The MS-DRG grouper should be used for inpatient cases. All outpatient cases should use the APC grouper. After you have determined the codes and MS-DRG, and/or APC respectively, please save the final summary as

			• Write compliant physician coding queries	a pdf file and submit for the case assignment. This can be done by choosing the first printer icon at the top right of the page and choosing save on the next screen.

				2) Genitourinary system coding cases:
				  a) Inpatient Case: 410010
				  b) Emergency Department Case: 322233
				  c) Outpatient Clinic Cases: 410001, 410077, 410088
				
				3) Pregnancy, childbirth, and the puerperium coding cases:
				  a) Inpatient cases: 143510, 400089, 400103
				
				4) Exam 3 - Neoplasms

10/28/2019 – 11/3/2019	Unit 5	**DSM-5** **Coding Guidelines and Regulations** **Congenital abnormalities** **Mental disorders**	• 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. • Identify incomplete documentation. • Write compliant physician coding queries • Examine severity of illness systems, present on admission indicators, and UHDDS guidelines for adherence to established standards.	1) Discussion: UHDDS Case 5.7 Coding and UHDDS 2) Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition Assignment Please utilize the 3M encoder in the Virtual lab to code all of the following cases. The MS-DRG grouper should be used for inpatient cases. All outpatient cases should use the APC grouper. After you have determined the codes and MS-DRG, and/or APC respectively, please save the final summary as a pdf file and submit for the case assignment. This can be done by choosing the first printer icon at the top right of the page and choosing save on the next screen. 3) Congenital abnormalities coding cases:

				a) Inpatient Cases: 300017, 151650, 151601
				
				4) Mental disorders coding cases:
				  a) Inpatient Cases: 328391, 400291, 151649
				  b) Outpatient Clinic Case: 410296
				
				5) Exam 4 – Genitourinary system, pregnancy, childbirth, puerperium, congenital abnormalities, and mental disorders

REFERENCES

There are no sources in the current document.