



Science, Allied Health, Health, & Engineering Department

Winter Intercession 2018-19

Course: **HIM 290 Certification Exam Preparation**

CRN: 4027 & 4030

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

Course Title: **HIM 290 Certification Exam Preparation (& HMED 5253)** Course CRN: **4027 (& 4030)**

Semester: **Winter Intercession 2018-2019** 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:**

Certified Coding Specialist Exam Preparation (CCS), Eighth Edition, AHIMA Press, ISBN: 9781584266488  
Certified Coding Specialist – Physician-Based (CCS-P), Eight Edition, AHIMA Press, ISBN: 9781584266457

**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. If you need to update, these are current books:*

CPT Professional Edition 2019, AMA, ISBN: 99781622027521

HCPCS Level II Expert 2019, Optum360, ISBN: 9781622544196

ICD-10-CM 2019, AHIMA Press, ISBN: 9781584266693

ICD-10-PCS 2019, AHIMA Press, ISBN: 9781584266686

**Course Evaluation and Grading:**

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

**Assignments and their Value**

|                                |                   |
|--------------------------------|-------------------|
| Resume (A1)                    | 10 points         |
| LinkedIn Profile (A2)          | 10 points         |
| Discussion Boards (D1, D2, D3) | 10 points         |
| Assignments (A3-A16)           | 50 points         |
| Final Exam                     | 20 points         |
| <b>Total</b>                   | <b>100 points</b> |

**Discussion Board Assignments:**

Discussion Board Assignment Class participation is an important expectation of this course. Students are expected to offer comments, questions, and replies to the discussion question that has been posed for each unit as well as to classmate postings. Students are expected to actively participate in EACH unit's discussion EACH week throughout the semester. The faculty role is as an observer and facilitator. I will be reading all messages and I will participate in the discussion as appropriate. Students may work ahead on the discussion boards but posting on past week's boards will not allow for stimulating discussions with your classmates.

*Evaluation of Assignment:* Postings will be evaluated on the quality of the postings and the degree that the postings promote discussion with classmates. Participation on 3 forums is required (3 weekly forums) and postings will be evaluated per forum on the below scale. Students can earn 1 additional point by showing good effort to engage classmates in discussion comparing activities done on other graded assignments. The discussion assignment will be worth a total of 10 points.

| 1 point                                 | 2 points  | 3 points  |
|---|---|---|
| Minimal response to the module question | Posting responds to the question but does not stimulate further class discussion. | Posting fully addresses the module question and stimulates at least one substantial follow-up posting |

**Grading Scale**

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

| Percent Grade  | CRN 4027 HIM 290 (credit) | CRN 4030 HMED 5253 (non-credit) |
|----------------|---------------------------|---------------------------------|
| 93.0-100.0     | A                         | P                               |
| 90.0-92.9      | A-                        | P                               |
| 87.0-89.9      | B+                        | P                               |
| 83.0-86.9      | B                         | P                               |
| 80.0-82.9      | B-                        | P                               |
| 77.0-79.9      | C+                        | P                               |
| 73.0-76.9      | C                         | P                               |
| 70.0-72.9      | C-                        | P                               |
| 67.0-69.9      | D+                        | F                               |
| 63.0-66.9      | D                         | F                               |
| 60.0-62.9      | D-                        | F                               |
| Less than 60.0 | F                         | F                               |

**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:**

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

- Understand the CCS and CCS-P exam application process.
- Identify job description(s) and work setting(s) and assess readiness for the role.
- Certification practice exams

**Create a resume.**

- Write a resume
- Create a LinkedIn Profile

**Apply study skills to certification exam preparation.**

- Apply 2019 ICD-10-CM Coding Guidelines
- Assign codes to an inpatient case
- Apply 2019 ICD-10-CM Coding Guidelines
- Apply CPT/HCPCS Coding Guidelines
- Assign codes to a hospital outpatient surgery case
- Assign physician codes for surgery case
- Assign physician codes for inpatient consultation
- Assign physician codes for an office visit with procedure
- Understand UHDDS
- Define Prospective payment systems
- Explain billing processes and requirements
- Apply Coding Clinics guidance
- Apply CPT Assistant guidance

**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.

| Week – Unit<br>Dates<br>Topic   | Outcomes<br>• Learning Objectives   | Reading & Assignments  |
|---|---|--|
| <b>Week 1 – Unit 1</b><br><br><b>12/26/2018 – 1/1/2019</b><br><br><b>Resume and Profile</b> | <b>Understand career options including HIM roles, certifications, and professional organizations.</b> <ul style="list-style-type: none"> <li>• Understand the CCS and CCS-P exam application process.</li> <li>• Identify job description(s) and work setting(s) and assess readiness for the role.</li> </ul> <b>Create a resume</b> <ul style="list-style-type: none"> <li>• Write a resume</li> <li>• Create a LinkedIn Profile</li> </ul> | <b>View:</b> <ul style="list-style-type: none"> <li>• AHIMA CCS Certification website</li> <li>• AHIMA CCS-P Certification website</li> <li>• LinkedIn Help</li> <li>• YouTube: How to Make a Great LinkedIn Profile</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A1: Resume</li> <li>• A2: LinkedIn Profile</li> <li>• D1: Certification and Job Search</li> </ul> |

**HIM 290 Certification Exam Preparation**

Instructor: Jill Flanigan

CRN: 4019

Semester: Winter Intercession 2017-18

| Week – Unit<br>Dates<br>Topic  | Outcomes<br><ul style="list-style-type: none"> <li>• Learning Objectives</li> </ul>   | Reading & Assignments  |
|--|---|--|
| <b>Week 1 – Unit 2</b><br><br><b>12/26/2018 – 1/1/2019</b><br><br><b>ICD-10-CM Review and Inpatient Cases</b>                            | <b>Apply study skills to certification exam preparation.</b> <ul style="list-style-type: none"> <li>• Apply 2019 ICD-10-CM Coding Guidelines</li> <li>• Assign codes to an inpatient case</li> </ul>  | <b>Reading:</b> <ul style="list-style-type: none"> <li>• 2019 ICD-10-CM Coding Guidelines</li> <li>• ICD-10-CM, ICD-10-PCS, CPT, AND HCPCS CODE SETS Fact Sheet CMS MLN</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A3: ICD-10-CM Coding Guidelines</li> <li>• A4: Inpatient Case – Patient 1</li> </ul>   |
| <b>Week 2 – Unit 3</b><br><br><b>1/2/2019 – 1/8/2019</b><br><br><b>ICD-10-PCS Review and Inpatient Cases</b><br><br><b>Compliance</b>    | <b>Apply study skills to certification exam preparation.</b> <ul style="list-style-type: none"> <li>• Apply ICD-10-PCS Coding Guidelines</li> <li>• Assign codes to an inpatient case.</li> <li>• Apply Medicare compliance standards</li> <li>• Apply HIPAA compliance standards</li> <li>• Apply Coding Clinics guidance</li> <li>• Apply CPT Assistant guidance</li> </ul>                         | <b>Reading:</b> <ul style="list-style-type: none"> <li>• 2019 ICD-10-PCS Coding Guidelines</li> <li>• Complying with Medical Record Documentation requirements</li> <li>• Complying with Medicare Signature Requirements</li> <li>• HIPAA Basics for Providers: Privacy, Security, and Breach Notification Rules</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A5: ICD-10-PCS Coding Guidelines</li> <li>• A6: Inpatient Case – Patient 7</li> </ul> |
| <b>Week 2 – Unit 4</b><br><br><b>1/2/2019 – 1/8/2019</b><br><br><b>CPT/HCPCS Level II Review and Ambulatory/Physician Practice Cases</b> | <b>Apply study skills to certification exam preparation.</b> <ul style="list-style-type: none"> <li>• Apply CPT/HCPCS Coding Guidelines</li> <li>• Assign codes to a hospital outpatient surgery case</li> <li>• Assign physician codes for surgery case</li> <li>• Assign physician codes for inpatient consultation</li> <li>• Assign physician codes for an office visit with procedure</li> </ul> | <b>Reading:</b> <ul style="list-style-type: none"> <li>• CPT Instructions and Guidelines</li> <li>• Evaluation and Management Services CMS MLN</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A7: Ambulatory Surgery Case – Patient 4</li> <li>• A8: Physician Surgery Case – Case 2</li> <li>• A9: Physician Consultation Case – Case 6</li> <li>• A10: Physician Office Visit with Procedure – Case 10</li> </ul>                                   |

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| <b>Week – Unit</b><br><b>Dates</b><br><b>Topic</b>   | <b>Outcomes</b> <ul style="list-style-type: none"> <li>• Learning Objectives</li> </ul>   | <b>Reading &amp; Assignments</b>   |
|--|---|--|
| <b>Week 3 – Unit 5</b><br><br><b>1/9/2019 – 1/15/2019</b><br><br><b>UHDDS, Prospective Payment Systems (MS-DRG &amp; APC), and Billing</b> | <b>Apply study skills to certification exam preparation.</b> <ul style="list-style-type: none"> <li>• Understand UHDDS</li> <li>• Define Prospective payment systems</li> <li>• Explain billing processes and requirements</li> </ul>   | <b>Reading:</b> <ul style="list-style-type: none"> <li>• Acute Inpatient Prospective Payment System</li> <li>• Ambulatory Surgery center Payment System</li> <li>• Home Health Prospective Payment System</li> <li>• Hospice Payment system</li> <li>• Hospital Outpatient Prospective Payment System</li> <li>• Inpatient Psychiatric Facility Prospective Payment System</li> <li>• Inpatient Rehabilitation Facility Prospective Payment System</li> <li>• Long-term Care Hospital Prospective Payment System</li> <li>• Medicare Physician Fee Schedule</li> <li>• Skilled Nursing Facility Prospective Payment System</li> </ul> <b>View:</b> <ul style="list-style-type: none"> <li>• Medicare Basics: Parts A &amp; B Claims Overview</li> <li>• Medicare Basics: Parts A &amp; B Appeals Overview</li> </ul> <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A11: IPPS</li> <li>• A12: OPPTS</li> <li>• A13: Billing</li> </ul> |
| <b>Week 3 – Unit 6</b><br><br><b>1/9/2019 – 1/15/2019</b><br><br><b>Coding Clinics, CPT Assistant, and Certification Practice Exams</b>    | <b>Understand career options including HIM roles, certifications, and professional organizations.</b> <ul style="list-style-type: none"> <li>• Certification practice exams</li> </ul> <b>Apply study skills to certification exam preparation.</b> <ul style="list-style-type: none"> <li>• Apply Coding Clinics guidance</li> <li>• Apply CPT Assistant guidance</li> </ul> | <b>Assignments:</b> <ul style="list-style-type: none"> <li>• A14: Coding Clinic for ICD-10-CM</li> <li>• A15: Coding Clinic for ICD-10-PCS</li> <li>• A16: CPT Assistant</li> <li>• A17: Coding Clinic for HCPCS</li> </ul> <b>Exam:</b> <ul style="list-style-type: none"> <li>• E1: Part 1: CCS Practice Exam 1</li> <li>• E2: Part 2: CCS-P Practice Exam 1</li> </ul>  |