



Course: HIM 2023 ICD Coding

Section/Course Code: MHW - 5741/WEB - 5136

Semester: Spring, 2014

Course Meets On: Online with mandatory Adobe Connect sessions and a mandatory virtual orientation

Course Time: Adobe Connect sessions will be held on selected Wednesdays at 9:30 a.m. - 10:20 a.m. CT

Course Location: Online

Instructor: Nanette Sayles, EdD, RHIA, CCS, CHPS, CPHIMS, FAHIMA

Office: Virtual

Office Hours by Phone:

Monday: 11:30 to 1:30 p.m. (CT)

Tuesday: 8:00 a.m. – 10:00 a.m. (CT)

Wednesday: 5:00 p.m. – 8:00 p.m. (CT)

Thursday: 5:00 p.m. – 8:00 p.m. (CT)

Additional office hours can also be scheduled by appointment

Phone: 478-955-9238

Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME WITHOUT PRIOR NOTICE

Course Description

A course that provides the student the purpose and use of the ICD-9-CM and ICD-10-CM/PCS classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines (inpatient). Students will be required to assign ICD-9-CM codes to diagnosis/procedure statements, case abstracts, and patient records.

Course Prerequisites

HIM 1003, HIM 1243, HS 1113 and BI 1804 or BI 2104 with minimum grade of "C".

Required Textbook & Course Materials (available in the bookstore)

Schraffenberger, L.A. 2013. Basic ICD-10-CM/PCS Coding. Chicago: AHIMA Press.

Schraffenberger, L.A. 2013. Basic ICD-10-CM/PCS Coding Exercises. Chicago: AHIMA Press.

American Medical Association. 2014. ICD-10-CM 2014: The Complete Official Draft Code Set. Chicago: AMA.

American Medical Association. 2014. ICD-10-PCS 2014: The Complete Official Draft Code Set. Chicago: AMA.

Sayles, N. 2013. Health Information Management Technology. Chicago: AHIMA Press.

McCuen, Sayles, and Schnering. Case Studies in Health Information Management. 2014. Cengage Learning.

Technology

This course is taught through the Moodle course management system. To be successful, students need the following:

- High speed Internet access
- Access to the AHIMA Virtual Lab (via Internet)
- Microsoft Word
- Webcam
- Computer microphone headset
- Flash drive designated for HIM*
- Adobe Reader (free download from <http://www.adobe.com/downloads/>)
- Microsoft Excel (optional for grade spreadsheet)
- Adobe Connect (through Internet link)

*Students will use the flash drive to store examples of work and a copy of the syllabus for future use.

If for some unforeseen circumstance the Moodle system should not be functioning or available please look for a message on the East Central homepage. If you do not see a message please call the ECC IT Helpdesk at (636) 584-6738 or the Moodle Helpdesk at (636) 584-6609 for assistance. If Moodle should go offline for a period of time there will be a message from your instructor in an email outside of Moodle or in the resource block of the course detailing modifications to the current assignment or schedule which will allow students additional time to complete work.

The best way to communicate with your instructor is through the Moodle course. If you send your instructor an email and you haven't heard back from /her within two days assume the instructor did not receive the email. Please call her at the phone number at the top of this syllabus.

Course Objectives (Student Learning Outcomes)

Upon successful completion of HIM 2023, the student will be able to:

1. Apply coding rules
2. Assign proper codes
3. Utilize ethical standards when assigning codes
4. Assign present on admission indicator
5. Review codes for coding quality
6. Write and evaluate queries based on best practices.

East Central College- Common Learning Objectives:

This course does not satisfy East Central College's Common Learning Objective.

General Education Information

This course does not meet East Central College's general education requirements. This course is not a general education course such as English, history and biology.

Notice of Non-Discrimination

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Administration Building, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.

Tobacco Free

As of January 2013, ECC is completely tobacco free.

Classroom & Online Conduct and Behavior

Student conduct in any classroom, laboratory or studio should adhere to the East Central College Student Conduct Policy and the Academic Honor Code.

Classroom misconduct which may lead to your removal from class includes, but is not limited to, forgery or misrepresentation of class attendance, obstruction, disruption or interruption of teaching, failure to turn off cell phone which disrupts teaching, playing games or otherwise misusing a laptop or desktop computer during class time, any physical abuse or safety threat directed toward faculty, staff or other students, theft, property damage, disruptive, lewd or obscene conduct, abuse or misuse of computer time, repeated failure to attend class as required, repeated failure to participate or respond in class as required and any flagrant or disrespectful actions or words directed to the faculty or other students.

Faculty may request your removal from class for any such misconduct or excessive absences. The instructor may then report a grade of record for such class as indicated within the course syllabus; the grade of record for the course is at the sole discretion of the faculty member. East Central College supports intellectual inquiry and diversity and respects the rights to students to academic freedom. Students with concerns regarding the quality of instruction in this course may direct those concerns to the appropriate division chair, Mary Beth Huxel, or the Vice President of Instruction or the Vice President of Student Development. Further, all students may use the electronic course and faculty evaluation tools to submit an evaluation of this instructor and this course.

Classroom Conduct:

You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. During virtual courses "raise your hand" and wait to be called upon to make comments and do not interrupt or talk over someone who is speaking. In a virtual class, such as this, speaking out without being called on can be very distracting. For the sake of everyone, do not make a practice of speaking out without permission. To do so constitutes a discipline problem. Discipline problems are not tolerated. Any discipline problem will be dealt with swiftly and permanently by removing the student from the class. This statement is your notice of expectations on this topic. There will be no additional reminders or warnings.

Online Conduct:

Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred face to face in the classroom. The instructor reserves the right to determine what qualifies as discriminatory, derogatory or inappropriate. If you have concerns about something that has been said, please contact your instructor (privately) immediately.

Class Format – Online via Moodle with Adobe Connect Sessions

Students will be expected to attend all Adobe Connect sessions and complete all assignments, tests, and the final exam. Note that a test may be given at any time, with no prior notice, at the instructor's discretion. **Homework assignments, tests, exams or any other graded course work may not be made up.**

Students who attend are unable to attend the live session of Adobe Connect can listen to the recording of the session AND take a short quiz over the content of the session in order to earn the Adobe Connect points. The quiz must be completed by 11:55 p.m. two days after the Adobe Connect session. Students who attend the live session do not have to take the short quiz.

It is the student's responsibility to complete tests and in-class assignments. Students should complete work early in case of technical difficulties so that time is available to work out the problem.

Classroom guidelines are published on the Moodle website. Students are expected to abide by the guidelines set forth in this document. This document includes a number of topics including Netiquette, expectations for discussion questions, expected turnaround times and much more.

With the exception of the first week, all work is due at 11:55 p.m. on Wednesdays. Please see the calendar at the end of this document for the schedule. Approximate dates of tests are indicated on the attached calendar schedule; the exact date of comprehensive final exam will be announced in class. A comprehensive final exam will be given according to the college's published final exam schedule.

Tests are closed book. You can refer to the appropriate code book but no other resource.

Course Outline

Please see the calendar at the end of this document.

Method of Student Evaluation

A student's grade will be determined based strictly on points earned through the course of the semester.

The student learning outcomes will be measured by the instructor. A student's final course grade will be determined according to the following breakdown and scale:

NOTE This scale may change over the course of the semester based on additional assignments or point adjustments.

7 Tests x 100 = 700

12 Coding assignments x 25 = 300

6 Non coding assignments X 50 = 300

1 Comprehensive final exam x 100 = 100

15 Weekly content discussion board postings x 10 = 150

1 Introduction discussion X 10 = 10

7 Adobe Connect sessions X 20 = 140

1 Orientation quiz X 40 = 40

1 Pre-test X 10 = 10

- 1 Post-test X 10 = 10
- 2 Mandatory phone calls X 10 = 20

Total Possible Points for HIM 2023 - WEB Online: 1780

Grading is based on points earned during the semester:

- 1606.5 points - 1780 points = A
- 1428 points – 1606 points = B
- 1249.5 points – 1427 points = C (Must have a minimum grade of “C” to pass this course)
- 1071 points – 1249 points = D (Repeat the course)
- 1070 points and below = F (Repeat the course)

In the 12 coding assignments, students will have two attempts in order to facilitate learning. The grade will be based on the higher of the two attempts. The exception to this policy is as follows: if you do not completely finish the first attempt, the second attempt will not count. Non-coding assignments do not receive two attempts.

Late Work Policy:

All students are responsible for completing all reading and writing assignments by the assigned due dates. With Internet access for submitting assignments, there is no excuse for late work. Late work will not be accepted and missed tests, exams, homework, and discussions cannot be made up.

Attendance

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a

reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

- A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy, discussed below.

Attendance Policy:

Attendance is required for successful completion of the course. Students are expected to log into the class a minimum of three times a week to complete assignments, take tests, and contribute to classroom discussions. In order to maintain academic quality:

- Students are responsible for the material covered in Moodle, tests, and the assigned homework
- Students must log into Adobe Connect on time and should not leave the virtual class early – either may result in being considered absent.
- Adobe Connect attendance will be recorded. Do not log in for another student or ask another student to log in for you. To do so can result in removal from the course and a grade of “F” at the instructor’s discretion.
- If a student misses logging in class ten days, the instructor **may** drop that student from the course. If you decide not to complete the course you need to officially withdraw. Failure to do so will result in a semester grade of “F”.

This is an online class that will hold Adobe Connect sessions and a mandatory orientation. Six Adobe Connect sessions will be held.

Class Participation:

The evaluation of the student’s participation will be made using the following criteria:

- Active participation in class through discussions and email to faculty.
- The accuracy of statements made, as well as their relevance to the topics under discussion.
- The interest in class as shown by logging in and participation in online discussions.
- The willingness to listen to opinions and views that differ from one’s own and the willingness to change views when one’s own has been found faulty.

Other Policies:

The student must complete each assignment prior to due dates (deadlines to meet the objectives of each lesson. At the college level, a minimum of two hours of study is strongly recommended for each hour of class. Should there be any question regarding the content of the lesson, the student should exhaust all sources of information to gain the answer or solution.

If you begin to experience difficulty with this course, please contact the instructor immediately. I will attempt to help you succeed. I can guide you, but I need to know that you need help. You will be your own best resource for success. The amount of time invested in study in this course will be returned in satisfaction of a job well done. Please

do not hesitate to call or email me if I can be of any assistance. You are encouraged to make appointments to meet virtually during my posted office hours.

Online Learning Agreement

All students are expected to comply with the ECC Online Learning Agreement which can be found in the Student Resources section on the login page of Moodle

Academic Honesty and Plagiarism Policy

All students are expected to follow the Student Academic Handbook. The student academic handbook can be found at:

<http://www.eastcentral.edu/common/assets/StudentHandbook.pdf>

Academic honesty includes the following:

- Documenting all proprietary information that is received from outside sources, including books, articles, web sites, lectures, interviews, television, radio, etc.
- Putting quotation marks around the words that were written or spoken by someone other than oneself.
- Applying this standard to all assignments (papers, take home exams, presentations, etc.).

Plagiarism:

To present someone else's work or ideas as one's own is plagiarism. A student commits plagiarism by:

- copying, word for word, someone else's writing without putting that passage in quotation marks and identifying the source.
- taking someone else's writing, changing some of the words, and not identifying the source;
- taking someone else's ideas or organization of ideas, putting them into his/her own words and not identifying the source;
- having someone else change the student's writing—a tutor, friend, or relative, for instance—and creating the impression that this is the student's own work; or
- purchasing or downloading papers or passages from the Web.

An instance of plagiarism may result in a grade of "0" for the assignment, a grade of "F" in the course and removal from the program. Electronic means of monitoring for plagiarism may be used. If you are unclear on how to write a paper or what constitutes plagiarism, contact the Learning Center for assistance.

Academic Dishonesty:

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given in your student handbook. You may also access the college's policy on academic dishonesty online at the college website www.eastcentral.edu. College faculty can provide additional information, particularly as it relates to a specific course, laboratory, or assignment.

Early Alert

East Central College has an Early Alert Referral System (EARS), which instructors may use to identify and report students who might be at risk of failing or doing poorly in a course for a variety of reasons – poor attendance, lack of participation, refusal to purchase required course materials, failure to complete assignments, lower than expected grades on tests and assignments, etc. Any questions about EARS may be directed to Ryan Crider, Developmental Studies Coordinator, at 636-584-6547 or recrider@eastcentral.edu.

Learning Centers

Need help? Visit the Learning Center. For hours or additional information, contact the site nearest you:

Union: 636-584-6688 or email: general_tutoring@eastcentral.edu

Southwest Area Center (Sullivan): 573-468-8287, ext. 14

Rolla: 573-458-0165 or email: rollacampus@eastcentral.edu

Access Services for Students with a Disability:

If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary; located at Buescher Hall Office 153, phone (636) 584-6576 or TDD (636) 583-4851.

Domains, Subdomains, and Tasks

The following Domains, Subdomains, and Tasks are covered by this course:

- I.C.1: Use and maintain electronic applications and work processes to support clinical classification and coding.
- I.C.2: Apply diagnosis/procedure codes according to current nomenclature.
- I.C.3: Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
- I.C. 4: Adhere to current regulations and established guidelines in code assignment.

Knowledge Clusters

The following Knowledge Clusters are covered by this course:

Clinical Classification Systems

- Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies such as SNOMED-CT (Analyzing, 4)
- Principles and applications of coding systems (such as ICD, CPT, DSM) (Evaluating, 5)
- Diagnostic and procedural groupings (such as DRG, APC, RUGs) (Evaluating, 5)

Course Work Calendar

This may be revised as the semester progresses – check this site at least weekly.
 Adobe Connect sessions are subject to change.

Mandatory Virtual Orientation on Moodle

Week/Due Date	Content	Coursework Due
January 15 (Due date deferred until January 18)	Orientation Chapter 1 Introduction to ICD-10-CM Chapter 3 Introduction to the Uniform Hospital Discharge Data Set and Official ICD-10-CM Coding Guidelines Moodle	Introduction discussion Orientation quiz Discussion A Pre-test Adobe Connect session 1 (January 15) Exercise Book Self Study: Chapters 1 and 3
January 22	Chapter 2 Introduction to ICD-10-PCS	Discussion B Mandatory phone call 1 Test 1 over chapters 1 and 3. The test will be open January 20 at 9:00 a.m. to January 22 at 11:55 p.m. Exercise Book Self Study: Chapter 2
January 29	Chapter 2 Introduction to ICD-10-PCS	Discussion C Adobe Connect session 2 from 9:30

		<p>a.m. to 10:20 a.m. CT</p> <p>Coding Exercise 1</p> <p>Exercise Book Self Study: Chapter 2</p>
February 5	<p>Chapter 4 Certain Infectious and Parasitic Diseases</p> <p>Chapter 5 Neoplasms</p> <p>Moodle</p>	<p>Discussion D</p> <p>Assignment: Root term</p> <p>Test 2 over chapter 2. The test will be open February 3 at 9:00 a.m. to February 5 at 11:55 p.m.</p> <p>Coding Exercise 2</p> <p>Exercise Book Self Study: Chapters 4 and 5</p>
February 12	<p>Chapter 6 Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism</p> <p>Chapter 7 Endocrine, Nutritional, and Metabolic Diseases</p> <p>Chapter 8 Mental, Behavioral and Neurodevelopmental Disorders</p> <p>Moodle</p>	<p>Discussion E</p> <p>Coding Exercise 3</p> <p>Adobe Connect session 3 from 9:30 a.m. to 10:20 a.m. CT</p> <p>Exercise Book Self Study: Chapters 6, 7, and 8</p>
February 19	<p>Chapter 9 Diseases of the Nervous System</p> <p>Chapter 10 Diseases of the Eye and Adnexa</p> <p>Chapter 11 Diseases of the Ear and Mastoid Process</p> <p>Moodle</p>	<p>Discussion F</p> <p>Coding Exercise 4</p> <p>Test 3 over chapters 4, 5, 6, 7, and 8. The test will be open February 17 at 9:00 a.m. to February 19 at</p>

		11:55 p.m. Exercise Book Self Study: Chapters 9, 10, and 11
February 26	Chapter 12 Diseases of the Circulatory System Chapter 13 Diseases of the Respiratory System Moodle	Discussion G Coding Exercise 5 Assignment: Case Study 2-1 Mandatory call 2 Exercise Book Self Study: Chapters 12 and 13
March 5*	Chapter 14 Diseases of the Digestive System Chapter 15 Diseases of the Skin and Subcutaneous Tissue Encoder orientation Moodle	Discussion H Coding Exercise 6 Adobe Connect session 4 from 9:30 a.m. to 10:20 a.m. CT Assignment: Encoder assignment Exercise Book Self Study: Chapters 14 and 15
March 12	Chapter 16 Diseases of the Musculoskeletal System and Connective Tissue Chapter 17 Diseases of the Genitourinary System Moodle	Discussion I Coding Exercise 7 Test 4 over chapters 9, 10, 11, 12, and 13. The test will be open March 10 at 9:00 a.m. to March 12 at 11:55 p.m. Exercise Book Self

		Study: Chapters 16 and 17
March 19	Chapter 18 Complications of Pregnancy, Childbirth, and the Puerperium Chapter 19 Certain Conditions Originating in the Perinatal Period Moodle	Discussion J Coding Exercise 8 Exercise Book Self Study: Chapters 18 and 19
March 26	Spring Break	None
April 2	Chapter 20 Congenital Malformations, Deformities and Chromosomal Abnormalities Chapter 21 Symptoms, Signs, and Clinical and Laboratory Findings, Not Elsewhere Classified Chapter 22A Injuries	Discussion K Coding Exercise 9 Adobe Connect session 5 from 9:30 a.m. to 10:20 a.m. CT Exercise Book Self Study: Chapters 20, 21, and 22A
April 9	Chapter 22B Poisoning and Certain Other Consequences of External Causes Chapter 23 External Causes of Morbidity Chapter 24 Factors Influencing Health Status and Contact with Health Services Moodle	Discussion L Coding Exercise 10 Test 5 over chapters 14, 15, 16, 17, 18, and 19. The test will be open April 7 at 9:00 a.m. to April 9 at 11:55 p.m. Exercise Book Self Study: Chapters 22B, 23, and 24
April 16	ICD-9-CM Legacy System Moodle	Discussion M Adobe Connect session 6 from 9:30 a.m. to 10:20 a.m. CT Assignment: Face Validity

April 23	Clinical Documentation Improvement Coding Ethics Coding Quality Queries Moodle	Discussion N Coding Exercise 11 Test 6 over chapters 20, 21, 22, 23 and 24. The test will be open April 21 at 9:00 a.m. to April 23 at 11:55 p.m.
April 30	Chapter 25 Coding and Reimbursement Sayles Chapter 6 Reimbursement Methodologies Moodle	Discussion O Coding Exercise 12 Adobe Connect session 7 from 9:30 a.m. to 10:20 a.m. Assignment: Case Study 2-4
May 7	Study for final exam	Test 7 over chapter 25, Sayles chapter 6, Coding Ethics, Coding Quality, and Clinical Documentation Improvement. The test will be open May 5 at 9:00 a.m. to May 7 at 11:55 p.m. Post-test Assignment: Case Study 2-13
May 12	Final exam	Comprehensive final exam will be available May 10 at 9:00 a.m. until December May 12 11:55 p.m. CT

*Midsemester

Coding exercises and discussion requirements will be posted on the Moodle Course Site.

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