

Syllabus Summer 2013

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**Course:** HIM 120 01 LC *Medical Coding* and Classifications

**Credit Hours: 3**

**Lecture Time & Room Number:**

Mondays and Wednesdays 5:30-8:00 PM B205

**Course Instructors:**

Email: Email:

Office Hours: by appointment Office Hours: by appointment

**Course Description:** This course focuses on the use and maintenance of applications and processes to support clinical classification and coding. Students will learn to apply diagnosis codes and adhere to current regulations and established guidelines in code assignment.

Prerequisite: MAS 105 Medical Terminology

**Required Texts and Materials:**

 \* Buck. (2013). *Medical Coding Bundle*:Elsevier Health Sciences.

(Step by Step, The Next Step, Online Internship for Medical Coding)

 \* Buck. (2013). *ICD-9-CM for Hospitals*, *volumes 1, 2, 3. Professional Edition.*

 \* Buck. (2013) *Current Procedural Terminology (CPT) Professional Edition*: American

 Medical Association

 \* Buck. (2013). *HCPCS Level II* (optional)

**Course Organization:** This course is designed to include lecture and group work components. Attendance is important in order for the student to best understand the materials. Students are expected to complete reading assignments prior to class sessions, and to participate in discussion of the reading material. This is an 8 Week course so reading the material prior to lecture and coming prepared with some knowledge of the material is key to success. Lectures will include visual aids, PowerPoints, and group participation. . **All cell phones and pagers must be turned to silent during lecture and stored in a bag or jacket.**

**Email:** Announcements and class cancellations are typically made via YCCC email and posted on Blackboard. Each student is responsible for checking their email accounts. This is not an online class, however each student can access handouts, announcements, and supplementary materials via Blackboard. Students are required to setup their YCCC email accounts and Blackboard logins and passwords early in the semester to take advantage of these materials. YCCC emails will be utilized and NOT personal email addresses. This course does include 2 instructors so to keep things as easy as possible please email...

**Course Objectives for HIM 120:**

Upon successful completion of this course, the student will be able to:

1. Explain the purpose of diagnostic and procedural coding as it relates to healthcare providers, facilities and insurance companies.
2. Summarize the legal and ethical responsibilities of a medical specialist, including the HIPAA mandates, the rules for maintaining privacy of medical records and protected health information.
3. Discuss the role of federal regulation with reference to medical coding and classification, and the role of hospital administration.
4. Identify diagnostic and procedural language and codes referencing medical records and coding manuals.
5. Apply diagnostic and procedural codes.

**Exams:** (35%)There will be 2 exams throughout the semester. Makeup exams, if needed due to a written medical excuse or documented family emergency, will be given upon meeting with instructor to discuss reason exam was missed. The instructor must be notified prior to the start of the exam. Student must provide required written documentation of missed exam and setup a time to makeup the exam with the instructor. A student is expected to makeup any missed exam the first day the student returns to class.

**Assignments:** (30%) There will be short assignments throughout the semester for the student to complete. The assignments will give the student more exposure to some of the material covered in each chapter. Late assignments will receive 5 points for each class late. Assignments will not be accepted once an exam has been given on the material for that assignment.

**Participation:** (20%) Throughout the semester there will be group activities during some of the class meeting times. Students are expected to work together with their team members to complete the group work that has been assigned. There is **NO** makeup for group work. If the class in which the group work was completed was missed the student will receive a 0.

**Final Exam Review:** (5%) The information in HIM 120 is important for you to understand, as you will be utilizing the material in HIM 125. You will have to create a review guide for your final exam. Later in the semester you will be given a sheet with directions as to what needs to be included in this review. This is a great opportunity to create your own study guide and work to prepare for the final exam.

**Professional Behavior:** (10%) Professional behavior includes behavior and attitude directed towards fellow classmates and the course instructors. Areas assessed in professional behavior include: punctuality to lectures, preparedness for lectures, attentiveness during class (talking, texting, sleeping, etc), and respect for ideas of others.

**Grading:**

 Exams (2) 35%

 Assignments 30%

 Participation 20%

 Final Exam Review 5%

 Professional Behavior 10%

 100%

Letter grades will be assigned based on the college’s grading scale:

 95%-100%=A 73%-76%= C

 90%-94%= A- 70%-72%= C-

 87%-89%= B+ 67%-69%= D+

 83%-86%= B 63%-66%= D

 80%-82%= B- 60%-62%= D-

 77%-79%= C+ below 60%= F

**Getting Help:** Please email me as soon as you feel you may need help in this course. This course covers a large amount of material and requires at least 2-3 hours outside of class reading or reviewing material for every hour spent in class. (*5 hours class time=10-15 hours outside class)*

**Attendance Policy:** Students are expected to attend all enrolled classes regularly and punctually. Attendance in lecture is highly recommended as students who attend consistently do better than students who do not. Attendance will be recorded for the instructor’s records. If a student decides to miss class, the student must consult with other students to learn about the material covered. Each student is responsible for all class work missed regardless of the reason(s) for absence. All course attendees must be registered for the class.

**Academic Honesty:** York County Community College promotes and maintains high ethical standards. Submitting the same work in more than one course without prior permission from the instructor of the second course, cheating, plagiarism, or otherwise receiving academic credit under false pretenses are all serious offenses and may result in dismissal from the college. Instructors may dismiss such offenders from courses with the grade of “F” and report the case to the appropriate Department Chair and the Vice President/Academic Dean. Use of electronic devices during exams is prohibited.

**Accommodations:** York County Community College will make reasonable accommodations for students with documented disabilities. Students must provide documentation to the Coordinator in the Office for Students with Disabilities before any accommodations can be made. Timely accommodations are dependent on early registration with the Office for Students with Disabilities.

Course Schedule

(subject to change)

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Date | Topic | Required Reading/Work Due |
| **Week 1** | M-May 27 | *Holiday No Class* |
|  | W-May 29 | Intro1-Reimbursement, HIPAA, and Compliance2-An Overview of ICD-10-CM | Ch. 1,2 |
| **Week 2** | M-Jun 3 | 3-ICD-10-CM Outpatient Coding and Reporting Guidelines4-Using ICD-10-CM | Ch. 3,4 |
|  | W-Jun 5 | **Group Activity (#1-4)**5-Chapter Specific Guidelines (ICD-10 Chapters 1-10)6-Chapter Specific Guidelines (ICD-10 Chapters 11-14) | Ch. 5,6**Assignment 1-4 due** |
| **Week 3** | M-Jun 10 | 7-Chapter Specific Guidelines (ICD-10 Chapters 15-21)Exam 1 Review8-An Overview of ICD-9-CM | Ch. 7,8 |
|  | W-Jun 12 | **Exam 1 (Chapters #1-7)**9-ICD-9-CM Outpatient Coding and Reporting Guidelines10-Using ICD-9-CM | Ch. 9,10**Assignment 5-8 due** |
| **Week 4** | M-Jun 17 | **Group Activity (#8-10)**11-Chapter Specific Guidelines (ICD-9 Chapters 1-8)12-Chapter Specific Guidelines (ICD-9 Chapters 9-17) | Ch. 11,12 |
|  | W-Jun 19 | **Group Activity (#11-12)**13-Introduction to the CPT and Level II National Codes14-Modifiers15-Evaluation and Management (E/M) Services | Ch. 13,14,15**Assignment 9-12 due** |
| **Week 5** | M-Jun 24 | 16-Anesthesia17-Surgery Guidelines and General Surgery18-Integumentary System | Ch. 16,17,18 |
|  | W-Jun 26 | 19-Musculoskeletal System20-Respiratory System21-Cardiovascular System | Ch. 19,20,21**Assignment 13-18 due** |
| **Week 6** | M-Jul 1 | **Group Activity (#16-21)**22-Hemic, Lymphatic, Mediastinum, and Diaphragm23-Digestive System | Ch. 22,23 |
|  | W-Jul 3 | 24-Urinary and Male Genital System25-Reproductive, Intersex Surgery, Female Genital System and Maternity Care and Delivery | Ch. 24.25**Assignment 19-23 due** |
| **Week 7** | M-Jul 8 | **Group Activity (#22-25)**26-Endocrine and Nervous System27-Eye, Ocular Adnexa, Auditory, and Operating Microscope28-Radiology | Ch. 26,27,28 |
|  | W-Jul 10 | 29-Pathology/Laboratory30-Medicine31-Inpatient Coding | Ch. 29,30,31**Assignment 24-28 due** |
| **Week 8** | M-Jul 15 | Final Exam Review | **Assignment 29-31 due** |
|  | W-Jul 17 | **Final Exam** | **Final Exam Review Due** |

*Dates to Remember: 5/29/13 ADD/DROP; 6/28/13 LAST DAY TO WITHDRAW;*

*7/17/13 LAST DAY CLASSES*

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