Midland College  
Syllabus  
Online  
HITT 1341  
Coding and Classification Systems (2-4-0)

For Online classes, students MUST actively participate by completing an academic assignments by the official census date. Students who do not do so, will be dropped from the course.

Course Description

This course covers the application of basic coding rules, principles, guidelines and conventions using clinical classification systems. Prerequisites: HITT 1205 and BIOL 2404.

Textbooks, References and Supplies

Textbooks:

Supplies for Virtual Office: Headset with microphone and/or Webcam. To use SKYPE, students need to purchase either a headset with microphone, or a separate microphone to add to your PC (the PC must also have speakers). Headsets can be purchased at most outlets stores that sell electronics (Wal-Mart, Radio Shack, etc). The headsets cost approximately $15.00 to $20.00, and the stand-alone microphones cost approximately $26.00. The LogiTech brand is recommended. Using this, students will be able to speak to the instructor or other students (or anyone in the world) using SKYPE free of charge through the Internet. Go to [www.SKYPE.com](http://www.skype.com/en/legal/privacy/) and download the program. (Most HITT courses are using SKYPE as an additional communication tool for students).


Skype accessibility policy can be found at [Skype Accessibility](http://www.skype.com/en/legal/accessibility/)

Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Summarize the history of the development of the coding system.
2. Analyze the documentation in the health record to ensure it supports the
diagnosis and reflects the patient’s progress, clinical findings, and discharge status
3. Apply diagnosis/procedure codes according to current guidelines
4. Evaluate the accuracy of diagnostic and procedural coding
5. Apply diagnostic/procedural groupings
6. Evaluate the accuracy of diagnostic/procedural groupings
7. Identify and use secondary data sources
8. Apply policies and procedures for the use of data required in healthcare reimbursement
9. Evaluate the revenue cycle management processes
10. Analyze current regulations and established guidelines in clinical classification systems
11. Determine accuracy of computer assisted coding assignment and recommend corrective action
12. Identify potential abuse or fraudulent trends through data analysis
13. Identify discrepancies between supporting documentation and coded data
14. Develop appropriate physician queries to resolve data and coding discrepancies
15. Comply with ethical standards of practice
16. Recognize trends in coding
17. Explain the difference between inpatients and outpatients
18. Describe similarities in Encoding systems

Domains, Subdomains, and Tasks

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has established competency standards for entry-level health information management professionals. The goals/objectives of this course are specifically designed to meet the established standards listed below:

Domain I. Data Content, Structure & Standards (Information Governance)
  Subdomain I.A. Classification Systems
  1. Apply diagnosis/procedure codes according to current guidelines
  2. Evaluate the accuracy of diagnostic and procedural coding
  3. Apply diagnostic/procedural groupings
  4. Evaluate the accuracy of diagnostic/procedural groupings

  Subdomain I.B. Health Record Content and Documentation
  1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status

  Subdomain I.E. Secondary Data Sources
  1. Identify and use secondary data sources

Domain IV. Revenue Management

  Subdomain IV.A. Revenue Cycle and Reimbursement
  1. Apply policies and procedures for the use of data required in healthcare
reimbursement

2. Evaluate the revenue cycle management processes

Domain V. Compliance

Subdomain V.B. Coding

1. Analyze current regulations and established guidelines in clinical classification systems
2. Determine accuracy of computer assisted coding assignment and recommend corrective action

Subdomain V.C. Fraud Surveillance

1. Identify potential abuse or fraudulent trends through data analysis

Subdomain V.D. Clinical Documentation Improvement

1. Identify discrepancies between supporting documentation and coded data
2. Develop appropriate physician queries to resolve data and coding discrepancies

Domain VI. Leadership

Subdomain VI.H. Ethics

1. Comply with ethical standards of practice

Student Contributions, Responsibilities and Class Policies:

ACCESSING AN ONLINE CLASS:

1. Using Mozilla (Firefox) or Google (Chrome) as the Web browser access the Midland College Home page at http://www.midland.edu/. A free download is available at http://wwwMozilla.com or https://www.google.com.
2. Scroll toward the bottom of the Midland College home page and click on “Canvas.”
3. When the Canvas page appears, you will need to login to the program.
4. To login your username is your MC Student email address and your password is your MC Student ID, with no dashes.
5. After you have logged in, your home page will appear on the screen. Scroll over Courses to view a list of courses you are enrolled.
6. Complete the Canvas Student Orientation before going any further in Canvas.
7. Areas you will want to check daily are: Announcements and Discussion Board. Do not open exams until you are ready to take the test. You can access each exam only one time.
8. To access your grades once they are submitted or entered by the instructor, click on Grades located on the left hand side of each course. Click on the score of each test or assignment to reopen and to view comments and feedback.
9. The privacy policy for Canvas LMS is available at: http://www.instructure.com/policies/privacy-policy. The accessibility policy for Canvas can be found at: Canvas Accessibility

DISCUSSION BOARD (DB): Questions about content and assignments should be posted on the discussion board under the Questions for your Instructor. The posts will be answered daily. Please allow up to 24 hours for a response. Posts made after 4:00 p.m. on Fridays or over the weekend may not be answered until after 8:00 a.m. Mondays.
DISCUSSION BOARD GRADED FORUMS: This is the online classroom. Students will respond to discussion questions, post weekly summaries, and communicate with your instructor in the discussion board. This form of communication is important in online courses. This tool will help you stay “connected” to other classmates and it will help students to ask those questions just as if you were in an actual classroom setting. Discussion board will also be used as a participation tool and part of the semester grade is based on participation.

1. First posts should show display a working knowledge and evidence that the material was read and understood and be 100-150 words in length.
2. All posts made on the discussion board should have proper grammar, punctuation, and be professional in nature.
3. Do not copy and paste material from Websites. Posts must be made using your own words about the materials through reading, research, or past experiences and focus on the related topic.
4. Student’s 2nd and 3rd posts to classmates should convey an understanding of material and should encourage participation, clarification, or bring up new ideas about the topic. They should also be 100-150 words in length.
5. Maximum points per Discussion Board: 100 points.
6. No credit will be given for posts after the due date. See Grading Rubric below.
7. Inappropriate posts may be removed and any student abusing Discussion Board may be removed from that portion of the course (without the opportunity for credit).

DISCUSSION BOARD PARTICIPATION RUBRIC:
Your instructor uses this rubric to assign points for your discussion board participation. Each discussion board post is worth a maximum of 100 points, but 15% of your overall grade.

Clarification: There are 2 actual due dates for discussion board assignments. The first due date is the date that the first post must be made by and the second due date is the date the discussion ends.

This means students must make their first post for each discussion board assignment by the Sunday before the end date of the discussion, which is Wednesday of each week for this course unless otherwise specified. Then post a response to one classmate on Monday or Tuesday, and then post a response to one classmate on Tuesday or Wednesday, (as denoted in the example posted in the Course Resources Module of the course in Canvas) for a minimum of 3 total posts. Deductions will be applied if students do not make posts on 3 separate days as set out in the grading rubric (each post must be made on a different date; no two posts are to be made on the same date).

Last Updated: 12/28/2016
<table>
<thead>
<tr>
<th>Category/points</th>
<th>Excellent (20)</th>
<th>Satisfactory (10)</th>
<th>Requires further effort (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality of Information</strong></td>
<td>Information clearly relates to the main topic. Contributions are thoughtful and relevant to the discussion (personal experience, insight, analysis, or opposition clearly stated).</td>
<td>Information clearly relates to the main topic. Clear connections to course materials are noted.</td>
<td>Information has little or nothing to do with the main topic or simply restates the main concepts. Summary or analysis is not provided. Vague or no connections to the course material.</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>Responds to the instructors and other members of the online community. Encourages and facilitates interaction among members of the online community. Initial post and at least minimum number of responses posted.</td>
<td>Responds to other members of the online community. Initial posting and minimum number of responses are posted that contribute to discussion.</td>
<td>Postings are late or missing. Lacks required responses to other members of the community. Postings and responses are made within a short time frame.</td>
</tr>
<tr>
<td><strong>Professional Language</strong></td>
<td>Professional vocabulary and writing style are used consistently throughout the discussion. No grammatical/stylistic errors that interfere with the reading.</td>
<td>Professional vocabulary and writing style are used frequently throughout the discussion. Few grammatical/stylistic errors that interfere with reading.</td>
<td>Professional vocabulary and writing style are occasionally used. Grammatical/stylistic errors that interfere with content.</td>
</tr>
</tbody>
</table>
FINAL EXAM IS A PROCTORED EXAM: The final exam is a proctored comprehensive exam. It is scheduled to be given at the Midland College Campus in Computer Lab A16 of the Aaron Medical Science (AMS) Building on Tuesday, December 13th from 1:30 to 3:30 p.m., which will be available for students living within 50 miles of Midland, Texas. Students living 50 miles or more from Midland College are required to secure a proctor for this exam, which may have an added cost for the service. Charges for proctored testing is the responsibility of the student, and typically cost $20-$50. Accepted proctoring sites include testing centers, universities, or colleges. All students must complete a Proctor Form and upload the file no later than October 5th for verification of approved proctor testing sites.

ATTENDANCE: Because this is strictly an internet course, attendance will be substituted by participating on the discussion board. Participation is part of your semester grade.

ACADEMIC HONESTY: Students are expected to follow the Academic Honesty policy of Midland College. Using textbooks, assignments and other students, or assistance from others while taking an exam is cheating. Any student cheating will be removed from the class, given an “F”, and reported to the Registrar’s office. Plagiarism will not be tolerated. More information for Student Rights & Responsibilities can be found in the Midland College Catalog at http://catalog.midland.edu/content.php?catoid=7&navoid=990

TESTING PHILOSOPHY: Students may politely challenge the instructor on questions they feel were poorly worded. If the instructor concedes the argument, scores will be adjusted for the entire class. Assignments consist of multiple formats including multiple choice, open-ended questions and some true/false. The final examination will be a proctored comprehensive exam over all the material presented during the course.

Many exams require students to use the Respondus LockDown Browser (RLDB)
Instructions to download are provided in Module A of the course. The RLDB privacy policy can be found at: https://www.respondus.com/about/privacy.shtml
The RLDB accessibility policy can be found at http://www.respondus.com/products/accessibility-lockdown.shtml

COURSE WITHDRAWAL: Students electing to withdraw from course are required to complete a Course Withdraw Form to receive a grade of “W” at http://www.midland.edu/students/academics/forms.php before the last day to withdraw. The last day to withdrawal for this semester:

ONLINE COURSE INFORMATION:

PERSONAL INFORMATION: Every semester it is important to update your personal information listed in Canvas. Review instructions listed in the Canvas Student Connection Course to make these changes so they are kept current. This information is used to contact students. Be sure your e-mail address (the one you choose to use for this class) is correct.

COMPUTER REQUIREMENTS: Students will need access to Microsoft Word and/or Excel for assignment submission. Students taking online courses are responsible to have access to a computer for submission of assignments and postings. For specific computer requirements, see Canvas System Requirements for Midland College courses at http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas

COMPUTER DOWNTIME: This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. If the Canvas system goes down or is unavailable, an announcement will be posted as the due date will be extended. If your system goes down, find another computer to submit your homework/posts before the due date. It is strongly suggested that assignments are to be submitted early to avoid any technical difficulties.

SUBMITTING WRITTEN ASSIGNMENTS IN CANVAS:
1. Save written assignments in a Microsoft Word format and not Microsoft Works or WordPerfect. The privacy policy for Microsoft can be found at: http://www.microsoft.com/en-us/mobile/privacy/privacy/policy/privacy-policy/
The accessibility policy for Microsoft can be found at: http://www.microsoft.com/enable/
2. Each written assignment should be submitted through Canvas as an attachment. If there is more than one task due with the assignment such as CH1A (Workbook 1-1, 1-3, and 1-4), all these tasks should be submitted in one word document. DO NOT send three different files unless otherwise instructed.
3. Each written assignment should have a header that includes your name, date, course number, and assignment name. Failure to include this content will result
4. The privacy policy for YouTube (Google Privacy) can be found at: https://www.google.com/intl/en/policies/privacy/
   The accessibility policy for YouTube (Google Accessibility) can be found at: https://www.google.com/accessibility/
5. The privacy policy for the National Cancer Institute SEER Training Modules can be found at: http://training.seer.cancer.gov/privacy.html
   The accessibility policy for the National Cancer Institute SEER Training Modules can be found at: http://training.seer.cancer.gov/accessibility.html

Example: To save:
Ch1mct.doc  Chapter 1 by Melody Cheryl Thompson (doc file)
Ch2jwj.doc  Chapter 2 by James W. Johnson (doc file)

Header:
Your name  Example:  Mary Smith
Date  9/11/15
Course  HITT1341
Assignment Name  WB: 5-1

EMAIL: Individual email is discouraged when it involves course assignments and questions about the reading material. These should be posted on the discussion board under the thread Questions for Your Instructor so that the class may also receive the information since many questions posed to the instructor are commonly asked by more than one individual. In sharing responses with the class, there is equal opportunity (or equitable responses) to receive information from the instructor.

If, however, there is a need to send an email to the instructor, (due to a personal nature) include in the subject line the course number and the content of the question such as “HITT1341 Question on Ch1 assignment”. It is also important that you sign your name at the end of the email since many emails give no indication of the author.

**Evaluation of Students:**

All grades are based on a standard percentage and are not curved. Final Grades for this course are composed of:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weighted Percentage</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>25%</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>Participation/Discussion Boards</td>
<td>15%</td>
<td>B = 80-89%</td>
</tr>
<tr>
<td>Module Exams</td>
<td>30%</td>
<td>C = 70-79%</td>
</tr>
<tr>
<td>Guidelines Exam</td>
<td>10%</td>
<td>D = 60-69%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>F = &gt;59%</td>
</tr>
</tbody>
</table>
Students must pass all HITC courses with a grade of “C” or better to meet program requirements.

Limit to Repeat HIM Program Course: The HIM program policy effective Fall 2014 states that students are allowed two attempts for any required HITC program course beginning Fall 2014. Students who fail the clinical course have only one additional opportunity to pass the course. If neither attempt has a passing grade, the student will be dismissed from the program. “Attempting a course” is defined as either 1) a failed grade, or 2) a withdrawal (W).

Work submitted by midnight of the due date will be graded and returned within 48 hours from the due date. Submissions made at times when the instructor has posted an out-of-office notice, will be graded and returned within five (5) business days. If work has not been graded and returned in a timely manner, please contact me at smeshirer@midland.edu to verify that the work submitted can be viewed by me in Canvas.

Course Schedule:
The course schedule has due dates and each student is expected to submit assignments on or before midnight Central Standard Time (CST) of the due date. There is no formal provision for make-up work or extra credit in this course. Work submitted after the deadline will not be accepted. Once the assignment date closes, assignments cannot be submitted. A zero will be placed in the grade book for late assignments.

Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most.

Changes to the schedule may occur at the discretion of the instructor and will be posted in the announcements. Before beginning any assignments, review the Module section in Canvas, not all instructions can be listed on the syllabus for all assignments.

Americans with Disability Act (ADA):
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

Division
Health Sciences Division
Information:  
Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Interim Program Chair: Dr. Elizabeth Neichter, RHIA, CHTS-TR, 218 DFHS, 432-686-4800, extension 2023
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600
Student Support Specialist/Clinical Coordinator: Raquel Valenzuela, RHIT, 218 DFHS, 432-685-6893