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

**Course Description:**
This course will cover basic ambulatory coding rules, conventions, and guidelines. The course will also review current information about coding processes through review of current articles and related course topics. Prerequisites: HITT 1205 and BIOL 2404.

**Textbooks, References, and Supplies:**

**TEXTBOOKS:**

**SUPPLIES for Virtual Office:** 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) and download the program. (Most HITT courses are using SKYPE as an additional communication tool for students).

**Student Learning Outcomes:**

Upon successful completion of the course, students will:

1. Define key terms in coding. Chapter 1
2. Assess quality and adequacy of documentation. Chapter 1-2
3. Identify coding systems used for reimbursement. Chapter 1-2
4. Discuss best practices for the query process when documentation is confusing, absent, or ambiguous. Chapter 1 and 6
5. Differentiate between an inpatient and an outpatient encounters. Chapter 1
7. Assign diagnosis codes based on rules and types of services Chapter 3, 4-25
8. Assign CPT, diagnosis, and HCPCS codes. Chapter 7-18
9. Recognize HCPCS modifiers. Chapter 29
10. Demonstrate the ability to code E/M services. Chapter 28-29
11. Recognize the symbols used in the CPT manual. Chapter 28-48
12. Locate online references to assist in coding cases. Chapter 28-48
13. Use instructions in the major sections of the CPT manual. Chapter 28-48
14. Apply acceptable modifiers to procedure codes. Chapter 28-48
15. Analyze documentation and assign codes for exercises. Chapter 28-48
16. Apply outpatient coding guidelines to exercises and scenarios. Chapter 28-48
17. Locate information in the Federal Register or other reputable source. Chapter 2
18. Explain the RBRVS system. Chapter 2
19. Understand the framework of Medicare Fraud and Abuse. Chapter 2
20. Define reimbursement methodologies and systems Chapter 2
21. Review current legislation related to outpatient reimbursement. Chapter 2

**AHIMA RHIT Domains and Subdomains (2014 standards)**

**Domain 1: Data Content, Structure & Standards**
Subdomain 1.A. Classification Systems
1.A.1. Apply diagnosis/procedure codes according to current guidelines

Subdomain 1.D. Data Management
1.D.2 Apply graphical tools for data presentations.

Domain III. Informatics, Analytics, and Data Use
Subdomain III.A. Health Information Technologies
III.A.1. Utilize software in the completion of HIM processes.

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
IV.A.2. Evaluate the revenue cycle management processes

Subdomain V.B. Coding
V.B.1. Analyze current regulations and established guidelines in clinical classification systems.

Student Contributions, Responsibilities and Class Policies:

1. Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.
2. As described in the HIM student handbook, students are allowed to attempt each HIM course twice. An attempt is considered a completion or withdrawal. If a student does not pass an HIM course (with the HITT rubric) within two attempts, the student will be dismissed from the HIM program.
3. Abide by the Midland College policies on academic honesty.
4. Complete all assignments, discussions, and tests as listed on the syllabus.
5. Use the discussion boards as a communication tool to discussion questions about content and materials rather than send personal emails. Personal email should be sent to the instructor when it is personal in nature, or related to study grades.
6. Use proper grammar and punctuation in your discussions.
7. Communicate with the instructor so that the instructor can assist you with any concerns. We are not mind-readers, but we are available to answer your questions, and encourage students to ask when they need assistance.

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. Students using textbooks, assignments, and information from others while taking an exam, are 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. For more information, review Student Conduct/Misconduct in the MC catalog at http://catalog.midland.edu/content.php?catoid=4&navoid=447

PROCTORED FINAL EXAM REQUIREMENT: This course requires a proctored final exam. Students taking their final exam using a proctor at an accepted location other than Midland College may have an added cost for the service. Charges for proctored testing are the responsibility of the student, and typically cost between $20 - $50. Proctor exams must be an authorized testing center, college or university, or hospital education department (if employed at a hospital). A proctor form completed by the student in the first few weeks of class is required for verification of authorized testing site contact.

Students are required to send in the proctor form within the first two weeks of the class, and participation points will be awarded. Students living within 50 miles of the college are required to attend on campus and should send stating that they will take the test at MC so that space is readily available for testing. A proctor form is available in the orientation module. See more information in the schedule located at the end of the syllabus.

TESTING PHILOSOPHY: Students may use their textbooks and workbooks for Module Exams as it is an open book test., however, students may only use their coding books for the final examination. 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. The student request to challenge a question should include the reference to what the student identifies as information to validate the request. In other words, share the page number and paragraph of the textbook, the lecture, or the website site used in the course materials. 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.

**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 withdraw for this semester:

**COMPUTER REQUIREMENTS:** Students will need access to Microsoft Word and Excel for assignment submission. Students taking online courses are expected to have access to a computer for submission of assignments and postings. For specific computer requirements, see the Canvas Learning Management System requirements 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.

**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 the 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.

**DISCUSSION BOARD (DB):** This is the online classroom. Students are expected to respond in their own words to demonstrate their understanding of the subject matter. Discussion posts are the conversational part of the class, just as in a traditional setting. Students should post information and questions that show students have read materials related to the topic and there is an understanding of the topic. Posts must be in your own “original words” about the materials through reading, research, or past experiences. Students should stay on topic for credit points.

No credit will be given for posts after the due date because late posts due not contribute to collaborative learning. 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 RUBRIC listed below

Your instructor uses this rubric to assign points for your discussion board participation. Each discussion board post is worth 10 points, but 15% of your overall grade.

<table>
<thead>
<tr>
<th>Category/points</th>
<th>Excellent (2)</th>
<th>Satisfactory (1)</th>
<th>Requires further effort (0.5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality of Information</strong>&lt;br&gt;150-200 words</td>
<td>Information clearly relates to the main topic.&lt;br&gt;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.&lt;br&gt;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.&lt;br&gt;Summary or analysis is not provided.&lt;br&gt;Vague or no connections to the course material.</td>
</tr>
<tr>
<td><strong>Participation</strong>&lt;br&gt;150 - 200 words each post</td>
<td>Responds to the instructors and other members of the online community.&lt;br&gt;Encourages and facilitates interaction among members of the online community.&lt;br&gt;Initial post and at least minimum number of responses posted.</td>
<td>Responds to other members of the online community.&lt;br&gt;Initial posting and minimum number of responses are posted that contribute to discussion.</td>
<td>Postings are late or missing.&lt;br&gt;Lacks required responses to other members of the community.&lt;br&gt;Postings and responses are made within a short time frame.</td>
</tr>
</tbody>
</table>
Questions for Instructor: This discussion board process 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. Questions about content and assignments should be posted on the discussion board under the “Questions for the Instructor” discussion board post. 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 on the weekend may not be answered until Monday. This form of communication is important in online courses.

EVALUATION OF STUDENTS:

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

<table>
<thead>
<tr>
<th>Weighted Grades</th>
<th>Grading Scale</th>
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</thead>
<tbody>
<tr>
<td>Forum/Discussions/PreTest</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Section Exams &amp; Semester Paper</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading Scale**
- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=>59%

**Assignments are due on Tuesdays and tests are due on Sundays, except for final exam.** Students can expect that grading will be done within 2-4 business days. Students must pass all HITT courses with a grade of "C" or better to meet program requirements. 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 due date 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. Plan to have a backup if your computer crashes or there is technical connectivity on the part of your system. If there is technical issues on the part of Canvas, assignment due dates will be altered for the specified assignment or test.

Class Schedule:

<table>
<thead>
<tr>
<th>Lesson &amp; Due Date</th>
<th>All Reading assignments are from the workbook unless specified otherwise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Reading: Read syllabus. Assignments are due on Tuesdays</td>
</tr>
</tbody>
</table>
| Lesson & Due Date | All Reading assignments are from the workbook unless specified otherwise.  
Assignments are due on Tuesdays |
|-------------------|---------------------------------------------------------------------------------------------------------------|
| **Discussion Board:** | Personal Introduction  
Enroll at [www.cengagebrain.com](http://www.cengagebrain.com) for your free online resources (including how to code charts) |
| **Module A** 1 | **Reading:** Ch 1-Your Career and Coding  
Ch 2-Coding and Reimbursement  
Also familiarize yourself with the CPT code book by reviewing sections of the CPT book and the Appendices.  
**Assignment:** Ch 1- Review question 1-10 Workbook  
Ch 2- - Review question 1-10 Workbook. (These questions will be answered in Canvas).  
**Discussion Board:** Internet Resources: Review your syllabus to ensure you are following the directions so that all points possible are received. |
| 2 | **Reading:** Ch 3-The Transition to ICD-10_CM/PCS  
Ch 4-Introduction to ICD-10-CM Diagnosis Coding  
**Assignment:** Ch 3- Review question 1-10 Workbook  
Ch 4-Application Assignment Workbook  
**Discussion Board:** Coding Resources |
| 3 | **Reading:** Ch 28-Introduction to CPT Coding; In the CPT Coding book – read the section that explains E/M codes. Pay close attention to the place of service, the service types and level of service. Appendix C provides examples of how to apply the codes.  
Ch 29-Introduction to HCPCS Coding  
Ch 30-CPT Modifiers  
**Assignment:** Upload Completed Proctor Exam form  
Ch 28-Coding Cases 1-20, even questions only-workbook  
Ch 29-Coding cases 1-20, even questions only workbook  
Ch 30--Coding cases 1-20, even questions only workbook  
**Discussion Board:** Coding Pirates Video |
| 4 | **Reading:** Ch 31 Evaluation and Management Services Introduction to CPT Coding in textbook.  
**Assignment:** Ch 31-Coding Cases 1-20 Workbook  
**Discussion Board:** E-Med Tool |
| **Module B** 5 | **Reading:** Ch 32-Medicine Procedures  
**Assignment:** Ch 32-Coding Cases 1-20 Workbook  
**Discussion Board:** Vaccine/Immunization |
| 6 | **Reading:** Ch 33-Overview of Surgery Coding  
Ch 34-Anesthesia Procedures  
**Assignment:** Ch 33-Coding cases 1-20, even questions only workbook  
Ch 34--Coding cases 1-20, even questions only workbook  
**Discussion Board:** General Surgery |
| 7 | **Reading:** Ch 35-Digestive Procedure Coding  
Ch 36-Endocrine System Procedures  
Introduction to Outpatient Essay  
**Assignment:** Ch 35-Coding cases 1-20, even questions only workbook  
Ch 36--Coding cases 1-20, even questions only workbook |

Last Updated: 12/28/2016
| Lesson & Due Date | All Reading assignments are from the workbook unless specified otherwise.  
**Assignments are due on Tuesdays**  

**Discussion Board:** Go to [www.or-live.com](http://www.or-live.com). Answer this question: Why are websites listed in your book, like this one, valuable to a coder? How might you use one of these websites?  

**Test B**

| Module C 8 | Reading: Ch 37-Integumentary System Procedures  
Ch 38-Musculoskeletal System Procedures  

Assignment: Ch 37-Coding cases 1-20, even questions only workbook  
Ch 38--Coding cases 1-20, even questions only workbook  

Discussion Board: Hip Arthroplasty |
| --- | --- |

| 9 | Reading: Ch 39-Cardiovascular System Procedures  
Ch 40-Hemic and Lymphatic System Procedures  

Assignment: Ch 39-Coding cases 1-20, even questions only workbook  
Ch 40-Coding cases 1-20, even questions only workbook  

Discussion Board: Healthcare Fraud |
| --- | --- |

| 10 | Reading: Ch 41-Respiratory System Procedures  
Ch 42-Nervous System Procedures  

Assignment: Ch 41-Coding cases 1-20, even questions only workbook  
Ch 42--Coding cases 1-20, even questions only workbook  

Discussion Board: Coding Certification |
| --- | --- |

**Test C**

| Module D 11 | Reading: Ch 43-Eye and Ocular Adnexa Procedures  
Ch 44-Auditory System and Operating Microscope Procedures  

Assignment: Ch 43-Coding cases 1-20, even questions only workbook  
Ch 44--Coding cases 1-20, even questions only workbook  

Discussion Board: Maintaining Coding Credentials |
| --- | --- |

| 12 | Reading: Ch 45-Urinary, Male Genital System Procedures, Reproductive System and Intersex Surgery  
Ch 46-Female Genital System and Maternity Care and Delivery Services  

Assignment: Ch 45-Coding cases 1-20, even questions only workbook  
Ch 46--Coding cases 1-20, even questions only workbook  

Discussion Board: Reimbursement News |
| --- | --- |

| 13 | Reading: Ch 47-Radiology Services  
Ch 48-Pathology and Laboratory Services  

Assignment: Ch 47-Coding cases 1-20, even questions only workbook  
Ch 48--Coding cases 1-20, even questions only workbook  

No Discussion Board, but work on Outpatient Reimbursement Essay. |
| --- | --- |

**Test D**

| 14 | Outpatient Reimbursement Essay  
Discussion Board: Review.  

**Proctored Final Exam (Tuesday)**  
A proctored exam is required for this course for the final exam. Students are required to send in the Proctor Form within the first two weeks of the class, and participation points will be awarded. |
| --- | --- |
| Lesson & Due Date | All Reading assignments are from the workbook unless specified otherwise.  
*Assignments are due on Tuesdays* |
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<tr>
<td><strong>Students living within 50 miles of the college</strong></td>
<td>are required to attend on campus and should send the form stating that they will take the test at MC so that space is readily available for testing. The Proctor Form is available in the orientation module.</td>
</tr>
<tr>
<td><strong>Students that live beyond the 50 mile radius of Midland College</strong></td>
<td>are allowed to set up the final exam from 9:00 a.m. on Monday morning December 12th until 5:00 p.m. on December 14th to accommodate availability at the testing centers. Students should schedule their test when getting the Proctor Form signed to avoid scheduling conflicts during finals week.</td>
</tr>
<tr>
<td><strong>ALTERNATE APPROVED TESTING SITES</strong></td>
<td>include another college (proctored) testing center, a commercial testing center, Proctor U or for active duty military personnel, a military education officer.</td>
</tr>
<tr>
<td><strong>PROCTOR U</strong></td>
<td>Proctor U is an option rather than finding a proctor site. Proctor U charges for each proctored examination. If students choose to take the test at a testing center, fees are usually associated with proctored exams and depend on the college, university or testing center fee schedules. These usually range from $20 to $50. The Proctor U for is available at <a href="http://www.proctoru.com/">http://www.proctoru.com/</a></td>
</tr>
</tbody>
</table>

All tests are comprehensive meaning tests may have questions from all previous assigned chapters.

**Americans with Disability Act (ACT)**

Any student who, has 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 authorization/documentation.

**Division Information:**  Health Sciences Division

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