

**Midland College**  
**Syllabus**  
**HITT 2340**  
**Coding and Classification Systems**

**Notice:**

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

**Course Description:**

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors

**Text, References, and Supplies:**

**Required: AHIMA VLAB Student Access 1 Year Package**, AHIMA, ISBN: 2818560262404. AHIMA's Virtual Lab (VLab) activities are assigned in this course.

Students are thus required to have an active VLab enrollment to be able to use/create/submit their VLab work products.

**Optional: All Books from HITT 1341 Coding & Classification Systems**

**Optional: All Books from HITT 1342 Ambulatory Coding**

This course must be completed using a laptop or desktop computer with a webcam. The software used for this course is not supported using cell phones or tablets such as iPads.

Software and References Basic Computer Specifications for Canvas can be found at: [Basic Computer Specifications for Canvas](#).

Basic instructions on how to use Canvas is located within the Canvas course: Canvas Student Connection.

**A Lock Down Browser and LDB+Monitor** are required for students to use for designated gradable items: [Resondus Lockdown Browser Download Link](#). A fee will be paid by the student per course to add the Monitor feature for proctoring the final or other exams. It is the responsibility of the student to pay to add Monitor to LDB prior to the exams due date.

**Turn It In** - TII software is used when students have to write and submit papers for grading to evaluate authentic work.

**All assignment papers submitted** are to be written in APA format.

The **Purdue Online Writing Lab** is used as a resource for students for APA format writing of papers and citing resources/references used in assignments. The following link is to be used for any assignments or papers within this course:

<https://owl.english.purdue.edu/owl/resource/560/01/>

**Supplies for Virtual Office:** PC or laptop with audio and video enabled capabilities or equipment

**Technical skills students must have to succeed in the course:**

Using the learning management system Canvas

Using email with attachments

Creating and submitting files using Microsoft office and other applications

Copying and pasting when using software

Downloading and installing software or plugins

Using spreadsheet software

Using presentations and graphics programs

Using online books and resources

Using search engines for online research

Using online communication and virtual office software

Creating videos and submitting them in Canvas

Using publisher online sites (book and EHR) to complete course work

**Students Learning Outcomes and Core Competencies:**

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

Coding of health records using various classification systems

Execute reimbursement forms

Apply revenue cycle management procedures

**Student Contributions, Responsibilities and Class Policies:**

**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. Cutting and pasting without proper citation and passing off another's work as your own is cheating. Any student cheating may be removed from the course, given an "F" and reported to the College. Plagiarism will not be tolerated. For more information, review [Student Conduct/Misconduct](#) in the MC catalog.

**Evaluation of Students:**

Students will receive a final letter grade based on the following scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% or less

Students must pass all HITT courses with a grade of “C” or better to meet program requirements.

**LICENSURE ELIGIBILITY NOTIFICATION:**

Completion of Midland College degrees and/or certificates does not guarantee eligibility to take a certification/registry/licensure examination. The eligibility of each person is determined on an individual basis by the regulatory body of the specific discipline. If you have a conviction of a crime other than a minor traffic violation, physical or mental disability/illness, hospitalization/treatment for chemical dependency within the past five years, current intemperate use of drugs or alcohol or a previous denial of a licensure or action by a licensing authority, you will need to contact the specific regulatory body for an individual ruling. Some programs require a criminal background check and urine and drug screen.

**Course Schedule:**

See Course Scheduling within Canvas

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**AMERICANS WITH DISABILITIES ACT (ADA):**

The American With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination of any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Sub-part E of section 504 deals specifically with this mandate for institutions of higher education.

While it does not require development of special educational programming, for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations to allow the full participation of students

with disabilities in the same programs and activities available to non-disabled students. Disabilities may include things such as physical/mobility problems such as paralysis or academic problems like learning disabilities. Some examples of accommodations are extra time for tests, testing in a quiet location, and providing architectural access to buildings.

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

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.

**NON-DISCRIMINATION STATEMENT:**

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

**Tana Baker**  
**Title IX Coordinator/Compliance Officer**  
**3600 N. Garfield, SSC 242**  
**Midland, TX 79705**  
**(432) 685-4781**  
**[tbaker@midland.edu](mailto:tbaker@midland.edu) OR**

**Natasha Morgan**  
**Director Human Resources/Payroll**  
**3600 N. Garfield, PAD 104**  
**Midland, TX 79705**  
**(432) 685-4534**  
**[nmorgan@midland.edu](mailto:nmorgan@midland.edu)**

For further information on notice of non-discrimination, visit [Office of Civil Rights](#) for the address and phone number of the office that serves your area or call **1 (800) 421-3481**.

**Division Information:** Health Sciences

Division Dean: Carmen Edwards	DFHS, 210	432.686.4822
Program or Department Chair: Husam Asfoor	DFHS, 228	432.685.5573
Division Secretary: Karen Harris	DHFS, 208	432.685.4799