Course Syllabus
HITT 1341 - Coding and Classification Systems
Revision Date: August 19, 2013

Catalog Description: Application of basic coding rules, principles, guidelines, and conventions. Introduction to ICD-10-CM/PCS.

Lecture hours 3, Lab hours = 0
Prerequisites: HITT1305 - Medical Terminology I (can be taken concurrently). BIOL 2401 or BIOL 2404 (can be taken concurrently)

Semester Credit Hours: 3
Lecture Hours per Week: 3
Lab Hours per Week: 0
Contact Hours per Semester: 48

State Approval Code: 5107130000

Instructional Goals and Purposes: The purpose of this course is to provide students with knowledge of how to accurately report diagnoses codes through the application of official coding guidelines. Upon successful completion of this course, students will have achieved the goal of being able to effectively identify, understand, and utilize medical codes as they will be applicable to hospital reimbursement in the field of healthcare.

Course Rationale: Coding and Classification systems is a required course for the Health Information Technology (HIT) student seeking to obtain an Associate of Applied Science Degree, Certificate of Coding, or a Medical administrative Assistant Certificate. This coding course is designed to provide the HIT student with basic inpatient coding skills.

Learning Objectives:
1. Describe the format and conventions for ICD-10-CM/PCS.
2. Identify and apply current coding practices for ICD-10-CM/PCS.
Specific Course Objectives (includes SCANS):
After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

1. Describe the purpose of classification and coding systems.
   **Basic Skill Competencies:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Ci, Cii, Ciii, Civ, Cv
   **Workplace Competencies:** Ai, Ai, Bi, Bvi, Ci, Cii, Ciii, Di, Dii

2. Describe the major coding, nomenclature, and classification systems and the healthcare settings in which they are used.
   **Basic Skill Competencies:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Ci, Cii, Ciii, Civ, Cv
   **Workplace Competencies:** Ai, Ai, Bi, Bvi, Ci, Cii, Ciii, Di, Dii

3. Identify the basic components, conventions, and principles of the ICD-10-CM/PCS Classification System
   **Basic Skill Competencies:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Ci, Cii, Ciii, Civ, Cv
   **Workplace Competencies:** Ai, Ai, Bi, Bvi, Ci, Cii, Ciii, Di, Dii

4. Apply current coding practices for ICD-10-CM/PCS.
   **Basic Skill Competencies:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Ci, Cii, Ciii, Civ, Cv
   **Workplace Competencies:** Ai, Ai, Bi, Bvi, Ci, Cii, Ciii, Di, Dii

   - Apply basic coding steps to
     - Diseases
     - Injuries
     - Procedures
   - Use supplementary classifications
   - Accurately code signs, symptoms ill-defined conditions
   - Accurate code diseases and procedures of specific organs and systems
     - Diseases of the nervous system and sense organ
     - Diseases of the respiratory system
     - Diseases of the digestive system
     - Diseases of the genitourinary system
     - Diseases of the skin and subcutaneous tissue
     - Diseases of the musculoskeletal system and connective tissue
     - Diseases of the circulatory system
     - Infectious and Parasitic diseases
     - Neoplasms
     - Endocrine, nutritional and metabolic diseases and immunity disorders
     - Mental, behavioral and neurodevelopmental
Complications of pregnancy, childbirth, puerperium and abortion
- Congenital anomalies
- Perinatal conditions
- Injuries
- Burns
- Poisoning and adverse effects
- Complications of medical and surgical care
- Outpatient coding

5. Describe preparation for and implementation issues of ICD-10-CM and ICD-10-PCS.
   **Basic Skill Competencies:** Ai, Aii, Aiv, Av, Bi, Bii, Biii, Biv, Ci, Cii, Ciiv, Cv
   **Workplace Competencies:** Ai, Aiii, Bi, Bvi, Ci, Cii, Ciiv, Di, Dii

**Specific Tasks Accomplished:**
Students in all sections of Coding and Classification will be required to do the following:

1. Students will demonstrate knowledge of course material by completing course examinations given over lecture and textbook material.
2. Students will complete all daily assignments as instructed.
3. Students will be able to locate the correct ICD-10-CM/PCS codes for diagnoses and procedures using the ICD-10-CM/PCS Coding Manuals.
3. Students will demonstrate knowledge of ICD-10-CM/PCS coding guidelines and will be able to accurately code diagnoses and procedures using the ICD-10-CM/PCS Coding Manual.

**Methods of Instruction/Course Format/Delivery:**
Students will meet regularly for lecture over the material. The student is expected to attend all face-to-face class meetings of those in which the student is enrolled. The resources provided, for this class, through Canvas include:

- A calendar displaying assignments each week (assignments will also be given in class)
- Email
- Extra credit opportunities

**Assignments will not be accepted via Canvas.** The assignments are only listed on the calendar as a reminder. However, after the assignment has been graded by the instructor, the student will be able to view his or her grades by clicking the My Grades link in the left banner.

Students should use the Email within Canvas to communicate with the instructor. Using Canvas email gives you access to the instructor and other classmates without having to remember or type email addresses - you must select a name
from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

Methods of Evaluation:

Daily Assignments and Participation
You will be assigned daily assignments that you must complete. All assignments are due by the scheduled due date. No late work will be accepted.

Additionally, you will be assessed according to your class participation. Class participation is crucial to a thorough understanding of the material presented.

Exams
You will be required to demonstrate what you have learned by completing course examinations. In addition to the regular examinations that you will receive throughout the course, you will be required to complete a comprehensive final examination.

No late work accepted

Academic Integrity: Academic misconduct will not be tolerated. Any incident of academic misconduct will result in a failing grade for the test or assignment.

Professionalism
Success in one’s career is almost as dependant on professional behavior as on one’s academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Professional behavior includes:

- **Attends Class and is Punctual** – The student attends every class period arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late of miss class.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communications skills** – The student listens, speaks using correct grammar and without excess fillers, e.g. *um, you know, like.*
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information.

**Attendance Policy:** This class will meet twice each week. Attendance will be checked and recorded in the instructor’s grade book at each class meeting. If a student is absent more than three days, they may be dropped from the class (see Panola College Catalog). In the event the student is not dropped from the class roster due to excessive absenteeism, the instructor may give the student a letter-grade decrease for every day absent.

Students are responsible for all assignments.

Students are encouraged to please be on time for all class sessions. Late arrivals result in class disruptions. If students arrive late (more than a quarter hour, 15 minutes) they will be recorded as tardy. Three times of tardy will equal one absence. Additionally, leaving class early without the instructor’s permission will be recorded as one absence.

**Classroom Etiquette:** All cell phones should be turned off prior to entering the classroom. Additionally, students are expected to display tolerance for other’s views during classroom discussions. Comments and language used should be appropriate for a professional setting.

**COURSE GRADE:**

- Regular Examinations 40%
- Daily assignments and professionalism 40%
- Final Examination 20%

- A= 90- 100
- B= 80- 89
- C= 70- 79
- D= 60- 69
- F= Below 60

All of your grades will be posted to Canvas. Additionally, your midterm grade and final grade will be posted to Campus Connect.

**Note:** Withdrawing from this course is the student’s responsibility. Students who fail to officially withdraw by notifying the Records and Admission Office will receive the grade of “F” in the class. Refer to the College Calendar for the official Last Day to Withdraw.

**Textbooks (required):**

- For current texts and materials, use the following link to access bookstore listings: [http://www.panolacollegestore.com](http://www.panolacollegestore.com)
Other Materials:
Tabs for ICD-9-CM Coding Book

Reference Materials:


OTHER:
- For testing services, use the following link: http://www.panola.edu/elearning/testing.html
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to http://www.panola.edu/student-success/disability-support-services/ for more information.
- Withdrawing from a course is the student’s responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.

If any student in the class has special classroom or testing needs because of a physical, learning or emotional condition, please contact ADA Student Coordinator, in the Martha Miller Administration Building @ (903) 693-1123.

SCANS CRITERIA

1) Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.
   a) Basic Skills: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
      i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
      ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
      iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
v) Speaking: Organize ideas and communicate orally.

b) **Thinking Skills**: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
   i) Creative Thinking: generate new ideas.
   ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
   iii) Problem Solving: recognize problems and devise and implement plan of action.
   iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
   v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
   vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

c) **Personal Qualities**: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
   i) Responsibility: exert a high level of effort and persevere toward goal attainment.
   ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
   iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
   iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
   v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

   a) **Resources**: A worker must identify, organize, plan, and allocate resources effectively.
      i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
      ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
      iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.

Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
b) **Interpersonal Skills**: A worker must work with others effectively.
   i) Participate as a Member of a Team: contribute to group effort.
   ii) Teach Others New Skills.
   iii) Serve Clients/Customers: work to satisfy customer’s expectations.
   iv) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
   v) Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
   vi) Work with Diversity: work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information**: A worker must be able to acquire and use information.
   i) Acquire and Evaluate Information.
   ii) Organize and Maintain Information.
   iii) Interpret and Communicate Information.
   iv) Use Computers to Process Information.

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems**: A worker must understand complex interrelationships.
   i) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
   ii) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems’ performance and correct malfunctions.
   iii) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology**: A worker must be able to work with a variety of technologies.
   i) Select Technology: choose procedures, tools or equipment including computers and related technologies.
ii) Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.

iii) Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies. Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.