Course Syllabus

HITT 2346- Advanced Medical Coding

Revision Date: August 21, 2013

Catalog Description: In-depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Students will assign coding and prospective payment categories using computerized software.

Lecture hours = 3, Lab hours = 0

Prerequisites: HITT1342- Ambulatory Coding (can be taken concurrently), HITT 1305- Medical Terminology I, and HITT 1341- Coding and Classifications Systems

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

State Approval Code: 5107070000

Instructional Goals and Purposes: The purpose of this course is to provide students with advanced knowledge of how to accurately report diagnoses and procedure codes through the application of official coding guidelines and the use of 3M coding software. 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.

Learning Objectives:
1. Complete intermediate and advanced coding exercises by applying the coding guidelines of ICD-10-CM/PCS, CPT, and HCPCS level II.
2. Use 3M computerized software to assign diagnoses and procedure codes.
3. Use 3M computerized software to assign appropriate prospective payment system reimbursement categories.

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. Complete intermediate and advanced coding exercises by applying the coding guidelines of ICD-10-CM/PCS, CPT, and HCPCS level II.
   - Identify the characteristics and conventions of ICD-10-CM/PCS and CPT through the application of class exercises and exams.
   - Differentiate between disease specific and organ specific coding guidelines.
Discuss the current CPT organization, structure, and guidelines.
Utilize the principles of ICD-10-CM/PCS, CPT, and HCPCS to complete intermediate physician-based case study coding exercises.
Utilize the principles of ICD-10-CM/PCS, CPT, and HCPCS to complete advanced inpatient case study coding exercises.
Utilize the principles of ICD-10-CM/PCS, CPT, and HCPCS to complete advanced ambulatory case study coding exercises.
Utilize the principles of ICD-10-CM/PCS, CPT, and HCPCS to complete advanced physician-based case study coding exercises.

(SCANS 1a-iv. 1a-v. 1bi. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-ii. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.)

2. Use 3M coding software to assign diagnoses and procedure codes.

- Complete case studies and coding exercises with the use of 3M coding software.

(SCANS 1a-iv. 1a-v. 1bi. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-ii. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.)

Course Content:
Students in all sections of Advanced Medical Coding 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.

Methods of Instruction/Course Format/Delivery:
Students will meet regularly for lecture over the material. Additionally, students will meet regularly for the laboratory portion of this course. The student is expected to attend all face-to-face class meetings and all laboratory 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 (totally contained within Canvas)
- Extra credit opportunities

Assignments:
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 the instructor using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by her office. Instructor will attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

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.

Students are responsible for all assignments, even in the event of an absence. Late work is not accepted.
Students are encouraged to please be on time for all class sessions. Late arrivals result in class disruptions. If students arrive late (less 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.

**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.

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

**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.

**Assessment:**
The following items will be assigned during the semester and used to calculate the student’s final grade:

* **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.

**Course Grade:**
- Computation
- Regular Examinations 35%
- Daily assignments and participation 35%
- Final Examination 10%

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

All of your grades will be posted to My Grades in Canvas. Additionally, your midterm grade and final grade will be posted to My Grades in Canvas.

**Textbooks (required):**
For current texts and materials, use the following link to access bookstore listings:
http://www.panolacollegestore.com

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

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.

Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS)
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.
I. Domain: Healthcare Data Management

C. Subdomain: Clinical Classification Systems

1. Use and maintain electronic applications and work processes to support clinical classification and coding.
2. Apply diagnosis/procedure codes using ICD-9-CM
3. Apply procedure codes using CPT/HCPCS
4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
5. Adhere to current regulations and established guidelines in code assignment.
6. Validate coding accuracy using clinical information found in the health record.
7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED and so on)
8. Resolve discrepancies between coded data and supporting documentation.

D. Subdomain: Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment system (PPS) in healthcare delivery.
2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
3. Use established guidelines to comply with reimbursement and reporting requirements.
4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.

IV. Domain: Information Technology & Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.