

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Health Information Management</u>
COURSE RUBRIC AND NUMBER	<u>HITT 1341</u>
COURSE TITLE	<u>Coding and Classification Systems</u>
COURSE CREDIT HOURS	<u> 3 2 : 4</u> Credits Lec Lab

I. Catalog Description

Provides basic coding rules conventions and guidelines using clinical classification systems. A grade of “C” or better is required in this course to take the next course. **Prerequisite: HITT 1301. (2:3).**

II. CAHIIM Mandated Outcomes

1. Apply diagnosis/procedure codes according to current guidelines (3)
2. Evaluate the accuracy of diagnostic and procedural coding (5)
3. Apply diagnostic and procedural groupings (3)
4. Evaluate the accuracy of diagnostic/procedural groupings (5)
5. Utilize software in the completion of HIM processes (3)
6. Evaluate the revenue cycle management processes (5)

III. Additional Course Objectives

A. Unit I. Nomenclature and Classification Systems

1. Define nomenclature and classification and differentiate between the two.
2. Trace the development of medical nomenclatures from the earliest to the present, citing the roles played by the various individuals and organizations discussed in this unit.
3. Trace the development of statistical classification from the 17th century to the present, and identify the role of individuals or organizations discussed in this unit.
4. Name the sponsoring organizations, identify the basic purpose, and explain the principles of each of the classification systems discussed in this unit.
5. Give a problem example, select the most appropriate classification system to solve the problem.
6. Define the term “coding.”
7. Discuss the purpose of coding.
8. Discuss AHIMA’s Ethical Coding Guidelines.
9. Explain the concept of “data quality.”

B. Unit II. Introductory Principles of International Classifications of Diseases, 10th Revision, Clinical Modification (ICD-10-CM)

1. Trace the historical development of the current ICD-10-CM classification system.
2. Identify the content and arrangement of the major divisions of ICD-10-CM and ICD-10-PCS.
3. Differentiate the following types of codes: category, subcategory, and sub-classification.
4. Differentiate procedure codes, main classification codes, and supplementary classification codes.

5. Explain the meaning of various abbreviations, punctuation, symbols and other conventions used in the Tabular list.
6. Display knowledge of the conventions used in the Alphabetic Index through correct code location.
7. List the basic steps for coding diseases with ICD-10-CM.
8. Utilize basic guidelines for coding diseases to assign correct and complete code numbers.
9. List the basic steps for coding procedures with ICD-10-PCS.
10. Utilize basic guidelines for coding procedures to assign correct and complete procedure code numbers.
11. Describe the conditions under which Z codes are employed.
12. Utilize basic guidelines to assign complete and accurate Z codes.
13. Utilize background information on common circulatory disorders, and pertinent basic guidelines, to assign complete and accurate code numbers.
14. Describe the method for classification of neoplasms.
15. Identify the basic steps in coding neoplasms.
16. Assign complete and accurate neoplasm codes following applicable guidelines.
17. Apply pertinent guidelines to assign complete and accurate codes, using the ICD-10-CM classification system.
18. Define the term, "late effect".
19. Given a diagnostic statement, distinguish the "residual" of a late effect from the "cause".
20. Following applicable guidelines, assign complete and accurate "late effect" code numbers.
21. Utilizing appropriate guidelines, assign complete and accurate code numbers to diagnostic statements of injury.
22. Employ pertinent guidelines to assign accurate and complete code numbers describing "complications" of medical and surgical care.
23. Describe the conditions under which Z codes and external cause of morbidity may be used.
24. Cite the only mandatory use of Z codes and external cause of morbidity codes.
25. Utilize basic guidelines to assign complete and accurate Z codes and external cause of morbidity code numbers.
26. Differentiate poisoning and adverse effects of drugs and other substances.
27. Identify the basic steps in coding poisonings and adverse effects with ICD-10-CM.
28. Apply pertinent coding guidelines to assign complete and accurate code numbers in instances of poisoning and adverse effects of substances properly administered.

C. Unit III. Indices and Registries

1. Explain regulations, standards and third party payer requirements which impact upon the function of indexing patient care data.
2. Identify the common components of the disease and operation indices.
3. Explain the development of the UB04.
4. Describe, generally, the elements of the data set of the UB04.

D. Unit IV. The Abstracting Process

1. Define the term "abstracting" and relate this process to nomenclature, classification, and indexing.
2. Describe the background and development of the Uniform Hospital Discharge Data Set(UHDDS) and describe the fourteen items comprising the Minimum Data Set.
3. Apply the definitions and guidelines from UHDDS and the state Peer Review Organization (PRO) to properly sequence relevant diagnoses and procedures by designating "principals."
4. Discuss the rationale behind establishment of hospital specific coding and sequencing guidelines.

E. Unit V. Current Trends

Develop written and oral reports regarding current trends as they impact upon course content, through library research and reading.

F. For All Units

Adhere to the Health Occupation Division Criteria for Course Pursuit. (See attached.)

III. Evaluation

A. Pre-assessment

The instructor will review and discuss the course prerequisites on the first day of class. Due to specialized admission requirements for the HIMA Program, all students should have the necessary prerequisites prior to enrollment.

B. Post Assessment

A unit exam will be administered at the completion of each unit in this course. Quizzes over lecture/lab material and/or assigned reading are at the discretion of the instructor.

Unit activities/assignments will be assigned by the instructor to further enhance students' understanding of the course objectives.

A comprehensive final examination will be administered for this course.

The instructor will maintain a continuous record of each student's progress. Students not performing at a C level or better in the course will be referred for tutoring and/or counseling.

Students are encouraged to seek direction and help for those areas in which they experience difficulty. The course instructor may assign remedial or tutorial work designed to enhance student proficiency.

Students not adhering to the Health Occupations Criteria for course pursuit may be administratively withdrawn from this course. (See attached)

C. Grading Scale

93 - 100 = A

83 - 92 = B

75 - 82 = C

74 - 63 = D

62 - 0 = Failing

The student must receive a grade of "C" or better to pass this course.

IV. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

V. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.

HEALTH OCCUPATIONS DIVISION CRITERIA FOR COURSE PURSUIT

In order to establish guidelines for determining when a student has ceased to pursue the course objectives, the Health Occupations Division has set the following applicable standards.

1. The student must adhere to the attendance requirement of course HITT 1341. In order to pursue the course, the student must attend a minimum of 90 hours of instruction. (Meets a total of 96 hours).
2. The student will not be able to make up theory hours. The student will be able to make up lab hours at the discretion of the instructor.
3. Tardiness will be defined as being fifteen (15) minutes or more late to laboratory sessions and fifteen (15) minutes or more late to theory sessions. Students will be allowed two (2) events of tardiness, after which the tardiness will be considered an absence. If required by instructor/coordinator, student also must follow the standards established in the El Paso Community College Health Occupations Programs Students Handbook for Allied Health Students and/or program addendum. The student is bound by standards in the El Paso Community College Health Occupations Programs Student Handbook for Allied Health Students.
5. Where the student continues to pursue the course objectives but is receiving failing grades, he/she will remain eligible to complete the course, except in instances where unsafe practice occurs.
6. The student must appear for examinations, presentations, or other required class activities and submit required papers, projects, and/or reports as identified in the course syllabus/calendar.

Failure of the student to follow the above will indicate that the student is no longer pursuing the objectives of the course and will result in faculty initiated withdrawal.

**EL PASO COMMUNITY COLLEGE
HEALTH OCCUPATIONS DIVISION
SCHOLASTIC DISHONESTY**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

1. Copying from another student's paper.
2. Using test materials not authorized by the person administering the test.
3. Unauthorized collaborating with or seeking aid from another student.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a test.
5. The unauthorized transportation or removal, in whole or in part, of the contents of the test.
6. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
7. Bribing another person to obtain a test or information about a test.
8. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
9. Any student involved in scholastic dishonesty as identified above, or in the Student Handbook, may, at the discretion of the faculty,
 - a. Have the test or paper graded zero (0).
 - b. Be removed from the class.
 - c. Be recommended for administrative dismissal from the course or program.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's ability to declare prospective graduates to be reliable and ethical.