El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   **Health Information Management**

COURSE RUBRIC AND NUMBER   **HITT 2346**

COURSE TITLE   **Advanced Medical Coding**

COURSE CREDIT HOURS   <u> 3   2   :   4 </u>
                                                                    Credits   Lec   Lab

I. Catalog Description

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. A grade of "C" or better is required in this course to take the next course. **Prerequisites: HITT 1341 and HITT 1342 and HITT 2430. (2:4). Lab fee.**

II. Course Objectives

A.   Unit I.   The Medical Coding Professional

1. Identify the recommended education options, per the American Health Information Management Association (AHIMA).
2. Identify the recommended education options, per the American Academy of Professional Coders (AAPC).
3. Explain the certification requirements, per the AHIMA and the AAPC.
4. Discuss the importance of national certifications and membership in professional organizations.
5. Discuss the Code of Ethics for medical coders, per the AHIMA and the AAPC, and its use throughout the coding process.
6. Discuss medical coding competency levels.
7. Describe the role of the medical coding professional in healthcare.
8. Identify employment options available to the professional medical coder and the code sets utilized in each setting.

B.   Unit II.   The Professional Medical Coder at Work

1. Discuss the healthcare record as the primary source document in the medical setting.
2. List and describe the coding tools utilized by professional medical coders.
3. List and discuss the authoritative references utilized by professional medical coders.
4. Identify private and government entities with informational resources for professional medical coders.
5. Discuss the use of common computer software and software updates in medical coding.
6. Identify and describe the classification systems in medical coding.
7. Describe the prospective payment system.
8. Discuss the importance of a corporate compliance plan.

C.   Unit III.   Intermediate and Advanced Inpatient Hospital Coding

1. Describe the inpatient coding process.
2. Differentiate and apply appropriate inpatient coding nomenclature(s) in the assignment of ICD-10-CM diagnosis and procedure codes in the hospital inpatient setting.
3. Identify steps to follow when coding from medical documentation.

4. Accurately apply Uniform Hospital Discharge Data Set (UHDDS) definitions to determine principal and secondary diagnoses and principle secondary procedures.

D. Unit IV. Intermediate and Advanced Outpatient Hospital Coding

1. Distinguish between an inpatient and an outpatient in the hospital setting.
2. Describe coding in the emergency department (ED).
3. Describe Medicare's Ambulatory Payment Classification (APC) System.
4. Identify and apply steps required to properly code ED cases.
5. Describe coding for same day surgeries and observations.
6. Identify and apply steps required to properly code same day surgery observation cases.

E. Unit V.   Intermediate and Advanced Physician Office Coding

1. Define the purpose of physician office coding.
2. Describe the different types and sources of physician documentation.
3. Identify guidelines used by the physician office coder.
4. Discuss the differences between physician office coding and facility coding.
5. Identify the various settings in which a physician office coder may work.
6. Apply the steps required to code physician office cases correctly.

F. Unit VI.   Intermediate and Advanced Coding Applications

1. Identify the characteristics and conventions of ICD-10-CM/PCS and CPT through the application of class exercises, scenarios, and health records.
2. Differentiate between disease-specific and organ-specific coding guidelines.
3. Review and discuss the current CPT organization, structure, and guidelines.
4. Complete intermediate and advanced coding exercises by applying the coding guidelines of ICD-10-CM/PCS, CPT, and HCPCS Level II.
5. Utilize the principles of ICD-10, CPT, and HCPCS to complete intermediate and advanced inpatient case study coding exercises.
6. Utilize the principles of ICD-10, CPT, and HCPCS to complete intermediate and advanced ambulatory case study coding exercises.
7. Utilize the principles of ICD-10, CPT, and HCPCS to complete intermediate and advanced physician-based case study coding exercises.

G. Unit VII.   Coding with Designated Software Applications

1. Complete complex case studies and coding exercises, utilizing the 3M Encoding software, via the Virtual Lab.
2. Complete complex case studies and coding exercises, utilizing the Quantum Encoding software, via the Virtual Lab.
3. Complete complex case studies and coding exercises utilizing Neehr Perfect software.

H. Unit VIII. Current Trends

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

I. For All Units

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

III.   THECB Learning Outcomes (WECM)

1. Analyze health records to assign principal/secondary diagnoses and procedures.
2. Assign reimbursement methodologies.

IV.   Evaluation

A.   Pre-assessment

The instructor will review and discuss the course prerequisites on the first day of class. Due to specialized admissions requirements for the HITT 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
63 - 74 = D
 0 – 62   = Failing

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

V.   Disability Statement (Americans 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).

VI.   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 2246. In order to pursue the course, the student must attend a minimum of 72.5 hours of instruction. (Meets a total of 80 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.

4. 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.

5. 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.