



Course Syllabus

HITT 2346- Advanced Medical Coding

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.

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

Contact Hours per Semester: 48

State Approval Code: 5107070000

Course Subject/Catalog Number: HITT 2346

Course Title: Advanced Medical Coding

Course Rationale: Advanced Medical Coding is a required course for the HIT student seeking to obtain an Associate's Degree or a Certificate of Coding, from the instructional program of Health Information Technology. Advanced Medical Coding is designed to provide the HIT student with advanced skills of reporting diagnostic and procedure codes.

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-9-CM, CPT, and HCPCS level II.
2. Use 3M coding software to assign diagnoses and procedure codes.

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-9-CM, CPT, and HCPCS level II.** (SCANS 1a-iv. 1a-v. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.)
 - i. Identify the characteristics and conventions of ICD-9CM and CPT through the application of class exercises and exams.
 - ii. Differentiate between disease specific and organ specific coding guidelines.
 - iii. Discuss the current CPT organization, structure, and guidelines.
 - iv. Utilize the principles of ICD-9, CPT, and HCPCS to complete intermediate physician-based case study coding exercises.
 - v. Utilize the principles of ICD-9, CPT, and HCPCS to complete advanced inpatient case study coding exercises.
 - vi. Utilize the principles of ICD-9, CPT, and HCPCS to complete advanced ambulatory case study coding exercises.
 - vii. Utilize the principles of ICD-9, CPT, and HCPCS to complete advanced physician-based case study coding exercises.

2. **Use 3M coding software to assign diagnoses and procedure codes.** (SCANS 1a-iv. 1a-v. 1b-i. 1b-ii. 1b-iii. 1b-iv. 1b-v. 1c-i. 1c-ii. 1c-iii. 1c-iv. 1c-v. 2a-i. 2a-iii. 2b-i. 2b-ii. 2b-iv. 2b-vi. 2c-i. 2c-ii. 2c-iii. 2c-iv.)
 - i. Complete case studies and coding exercises with the use of 3M coding software.

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 WebCT include:

- * A calendar displaying assignments each week (assignments will also be given in class)
- * Email (totally contained within WebCT)
- * Extra credit opportunities

Assignments will not be accepted via WebCT. 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 WebCT to communicate with the instructor. Using WebCT 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 WebCT, 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.

Attendance Policy: This class will meet twice each week, for a period of 110 minutes each session. Attendance will be checked and recorded in the instructor's grade book at each class meeting. A maximum of three days of absence will be allowed. 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, even in the event of an absence. Late tests and assignments may result in a lowered grade.

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.

Make-Up Exams: Make-up exams will be allowed if the student has an approved absence. **Exams must be made up within 1 week of the missed exam. The exam may differ in format from the original exam.** Time provided to take make-up exams will not exceed the time allowed for test during a regular class session (i.e. if the class session is 75 minutes, the student will have 75 minutes to take the make-up exam).

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.

*** Class Project**

Students must correctly assign ICD-9-CM diagnoses and procedure codes to inpatient and ambulatory health records, using 3M coding software. Students must apply all coding conventions and guidelines that are applicable to the records. The records will be provided to you by the instructor. This project must be completed in the presence of the instructor and individual times will be set for groups of students, to allow for completion of the project.

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

Class Project	25%
Regular Examinations	25%
Daily assignments and participation	30%
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 My Grades in WebCT. Additionally, your midterm grade and final grade will be posted to My Grades in WebCT.

Textbooks (required):

Clinical Coding Workout without Answers, American Health Information Management Association, current edition.

Other Materials (recommended):

ICD-9-CM for Hospitals, Vols. 1, 2, & 3, PMIC or AMA. Available edition.

CPT 2007 Professional Edition. American Medical Association. Current Edition, Current Copyright.

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.

Secretary of Labor's Commission on Achieving Necessary Skills (SCANS)
HITT 2346- Advanced Medical Coding

I. BASIC SKILL COMPETENCIES

A. Basic Skills

- 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 & 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

- 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. **Reasoning:** Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

C. Personal Qualities

- 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, set personal goals, monitor progress, and exhibit self-control.
- v. **Integrity & Honesty:** Choose ethical courses of action.

II. WORKPLACE COMPETENCIES

A. Resources:

- 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 & Facilities:** Acquire, store, allocate, and use materials or space efficiently.
- iv. **Human Resources:** Assess skills and distribute work accordingly, evaluate performance and provide feedback.

B. Interpersonal Skills:

- i. **Participate as Member of a Team:** Contribute to group effort.
- ii. **Teach Others New Skills.**
- iii. **Serve Clients/ Customers:** Work to satisfy customers' expectations.
- iv. **Exercise Leadership:** Communicate ideas to justify position, persuade & convince others, responsibly challenge existing procedures & 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.

C. Information:

- i. **Acquire and Evaluate Information.**
- ii. **Organize and Maintain Information.**
- iii. **Interpret and Communicate Information.**

iv. **Use computers to process information.**

D. Systems:

i. **Understand Systems:** Know how social, organizational and technological systems work and operate effectively with them.

ii. **Monitor & Correct Performance:** Distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance

iii. **Improve or Design Systems:** Suggest modifications to existing systems and develop new or alternative systems to improve performance.