COURSE SYLLABUS

Advanced Medical Coding

HITT 2346  
Number

3 - 0 - 3  
Lecture - Lab - Credit

Coding and Classification Systems, Ambulatory Coding  
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By  
Sarah Brooks  
8/1/15

Reviewed By  
Andy Weaver  
08/12/15

Division Director/Designee  
Date
I. Instructor Information

Name: Sarah Brooks                      Phone: 325-734-3627 (office)

Campus Office: ABI/202                      email: sarah.brooks@tstc.edu

Office Hours: M/TH 9:00 – 4:00                Advisement Hours: By appointment only

Department Chair: Sarah Brooks                Chair email: sarah.brooks@tstc.edu

II. Class Times, Location
Web course; online through www.mycourses.tstc.edu

III. Program Outcomes

• The Health Information Technology student will demonstrate expertise in applying healthcare standards, concepts, and regulations in the delivery of healthcare services.
• The Health Information Technology student will display proficiency in the administration and the use of health information systems and software applications.
• The Health Information Technology student will demonstrate knowledge of practices used in protecting and securing patient health information.
• The Health Information Technology student will demonstrate competency in using practices that ensure health information is accurate and complete.
• The Health Information Technology student will display proficiency in the interpretation and use of clinical data and information.

IV. Course Description & Introduction
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.

V. End of Course Learning Outcomes
The student will:
   A. Analyze health records to assign principle/secondary diagnoses and procedures.
   B. Assign codes the reimbursement methodologies.

AHIMA’s Competencies
I. Domain: Health Data Management

A. Subdomain: Health Data Structure, Content, and Standards
   4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization’s health information systems.
C. Subdomain: Clinical Classification Systems
   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).

III. Domain: Health Services Organization and Delivery
   B. Subdomain: Healthcare Privacy, Confidentiality, Legal, and Ethical Issues
      7. Apply and promote ethical standards of practice.

IV. Domain: Information Technology and Systems
   A. Subdomain: Information and Communication Technologies
      2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
      3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

VI. Assessment Methods & Grading Policy
All assessments are expected to be submitted on time. Any work submitted in after the designated date/time will be late and will not be accepted and will result in a “Zero” for that coursework.

This course grade is determined by module assignments. The weighted grading will be as follows:
**Assignments: 100%**

(Grades for all Major courses must be C or better)
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent/Superior Performance Level</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Required Performance Level</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Minimum Required Performance Level</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Required Performance Level</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure to meet Performance Requirements</td>
</tr>
<tr>
<td>IP</td>
<td>--</td>
<td>In Progress</td>
</tr>
<tr>
<td>W</td>
<td>--</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>CR</td>
<td>--</td>
<td>Credit</td>
</tr>
<tr>
<td>AUD</td>
<td>--</td>
<td>Audit of Course</td>
</tr>
</tbody>
</table>

See College Catalog for complete descriptions.

**NO EXTRA CREDIT IS GIVEN**

**VIII. Textbook/Reference Materials**

**IX. Additional Resources & Supplies**
- Laptop or Desktop computer with high speed Internet access (Provided by Student)
- Microsoft Word, Excel, Adobe Reader, and Power point (Provided by Student)
- Headset with microphone
- 3M encoder (Provided by TSTC)
- Quantim encoder (Provided by TSTC)

**X. Class Participation Policy & Student Conduct**
- Students are expected to log-in to the course site (https://mycourses.tstc.edu/) and monitor their email on a regular basis. If at all possible, these tasks should be completed daily.
- Students must communicate any difficulties, questions, or problems to their instructor in a timely manner.
- Students are expected to interact with the instructor and other students in a professional manner.
- Three Before Me
- The HIT faculty encourages students to problem-solve, work as a team, and
utilize available resources. In order to develop these skills, we will employ the “Three Before Me” process. Put simply, this means that before you approach the instructor with a course-related question, you have tried to find the information in three other places. For example, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places before asking the instructor. You might do a Google search for the term, ask a classmate, and refer to your text book. Instructors will ask you what research methods you have used to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

- preparation for the workforce
- increased research skills
- instructors will have more time to provide feedback and interact with students

If you have a question that ONLY the instructor would know the answer to (grade-related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from both the student and the instructor. We look forward to supporting you as watching you learn.

- All work turned in must be your own. Any work turned in represented as yours that is not will be considered plagiarism. The punishment for plagiarism will be removal from the course with a grade of F and possible removal from the program and/or college. Cutting and pasting information from a website or other source is NOT acceptable and will be treated as plagiarism.
- Please see the Health Information Technology Student Handbook for additional information and requirements.

XI. Safety

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- Do Not re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.

XII. Special Needs

If you have a documented disability that will impact your work in this class, please contact the
ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325)-236-8292 or email amy.freeman@tstc.edu.

XIII. Course Schedule (Subject to change)

WEEKLY OBJECTIVES AND COURSE SCHEDULES

<table>
<thead>
<tr>
<th>Module #</th>
<th>Dates</th>
<th>Lecture Content (Topic)</th>
<th>Assignment &amp; Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>8/31-9/8</td>
<td>Introduction to Course Use of Encoder</td>
<td>Module 1 Assignment(s)</td>
</tr>
<tr>
<td>Module 2</td>
<td>9/8-9/22</td>
<td>Review of ICD Official Coding Guidelines Basic ICD-9/10 Coding</td>
<td>Module 2 Assignment(s)</td>
</tr>
<tr>
<td>Module 3</td>
<td>9/22-10/6</td>
<td>Official CPT Coding Rules and Guidelines Basic CPT Coding</td>
<td>Module 3 Assignment(s)</td>
</tr>
<tr>
<td>Module 4</td>
<td>10/6-10/13</td>
<td>Official HCPCS Coding Rules and Guidelines Basic HCPCS Coding</td>
<td>Module 4 Assignment(s)</td>
</tr>
<tr>
<td>Module 5</td>
<td>10/13-10/27</td>
<td>Review of CPT Official Coding Guidelines Intermediate Outpatient CPT Coding</td>
<td>Module 5 Assignment(s)</td>
</tr>
<tr>
<td>Module 6</td>
<td>10/27-11/10</td>
<td>Review of CPT Official Coding Guidelines Intermediate Physician-based CPT Coding</td>
<td>Module 6 Assignment(s)</td>
</tr>
<tr>
<td>Module 7</td>
<td>11/10-11/24</td>
<td>Official ICD Coding Rules and Guidelines Intermediate ICD-9/10 Coding</td>
<td>Module 7 Assignment(s)</td>
</tr>
</tbody>
</table>
### Module 

#### Module 8

<table>
<thead>
<tr>
<th>Dates</th>
<th>Lecture Content (Topic)</th>
<th>Assignment &amp; Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/25-12/9</td>
<td>Official ICD Coding Rules and Guidelines</td>
<td>Module 8 Assignment(s)</td>
</tr>
<tr>
<td></td>
<td>Advanced ICD-9/10 Coding</td>
<td></td>
</tr>
</tbody>
</table>

Syllabus/Calendar is subject to change.

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### XIV. Instructor CV – Sarah Brooks

#### Education

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
</tr>
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<tbody>
<tr>
<td>University of Cincinnati</td>
<td>Bachelor of Science</td>
<td>December 2008</td>
</tr>
<tr>
<td>Texas State Technical College</td>
<td>Associate of Applied Science</td>
<td>August 2002</td>
</tr>
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</table>

#### Certifications

<table>
<thead>
<tr>
<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
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</thead>
<tbody>
<tr>
<td>ICD-10 CM/PCS Trainer</td>
<td>June 2015</td>
<td>August 2012</td>
</tr>
<tr>
<td>Registered Health Information Administrator</td>
<td>July 2009</td>
<td>January 2016</td>
</tr>
</tbody>
</table>

#### Industry, Teaching or Training, and Other (Examples: publications and memberships)

#### Experience Relevant To Course

<table>
<thead>
<tr>
<th>Description of Experience Related To Course</th>
<th>Date Ended</th>
<th>Date Began</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas State Technical College - Program Chair of Health Information Technology</td>
<td>2003 – to Present</td>
<td></td>
</tr>
<tr>
<td>Standard Technology Incorporated - Clinical Coding Specialist</td>
<td>2002-2003</td>
<td></td>
</tr>
<tr>
<td>Odessa Regional Hospital – Staffing Coordinator &amp; Clinical Coding Specialist</td>
<td>1998-2000</td>
<td></td>
</tr>
<tr>
<td>McKenna Memorial Hospital – Medical Records Specialist</td>
<td>1997-1198</td>
<td></td>
</tr>
<tr>
<td>Odessa Regional Hospital – Staffing Coordinator, Clinical Coding Specialist, Medical Transcriptionist</td>
<td>1995-1997</td>
<td></td>
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</tbody>
</table>
Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course HITT 2346, Advanced Coding. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

_________________________  ______________________________
Student Printed Name    Signature

_____________________
Date