ITT Technical Institute

HT207

Coding I

Onsite and Online Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 50 (30 Theory Hours, 20 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: HT100 Medical Terminology or equivalent, HT102 Introduction to the Health Care Record or equivalent, HT105 Alternative Health Records or equivalent, HT112 Human Diseases with Pharmacology or equivalent; GE258 Human Anatomy and Physiology I or HS210 Anatomy and Physiology I or equivalent, GE259 Human Anatomy and Physiology II or HS220 Anatomy and Physiology II or equivalent

Course Description:

This course examines the basic structure of the ICD-9-CM and ICD-10-CM/PCS classification system. The course emphasizes standard coding guidelines and the application of the classification system to medical encounters, including the use of encoding software to enhance coding consistency, efficiency and quality. This course requires a laboratory component

COURSE SUMMARY

COURSE DESCRIPTION

This course examines the basic structure of the ICD-9-CM and ICD-10-CM/PCS classification system. The course emphasizes standard coding guidelines and the application of the classification system to medical encounters, including the use of encoding software to enhance coding consistency, efficiency and quality. This course requires a laboratory component.

MAJOR INSTRUCTIONAL AREAS

- History, development, organization, and overview of ICD-9-CM and ICD-10
- Coding guidelines by body system for diseases and procedures
- Diagnoses and procedures coding selection
- Sequencing diagnoses and procedures coding
- Coding selection using an encoder
- Ethics and compliance in coding

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Discuss the development and organization of the International Classification of Diseases systems.
2. Explain ICD coding guidelines for diseases and procedures corresponding to each body system.
3. Discuss and apply standards of ethical coding.
4. Examine coding compliance laws, regulations, and penalties.
5. Select correct ICD codes for diagnoses and procedures related to specific body systems.
6. Use an encoder to select diagnostic and procedural codes.

COURSE OUTLINE

MODULE 1: INTRODUCTION TO MEDICAL CODING

COURSE LEARNING OBJECTIVES COVERED

- Discuss the development and organization of the International Classification of Diseases systems.
- Explain ICD coding guidelines for diseases and procedures corresponding to each body system.
- Discuss and apply standards of ethical coding.
- Examine coding compliance laws, regulations, and penalties.

TOPICS COVERED

- ICD-9-CM
- Coding Guidelines
- Ethical Coding and Laws

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Rich B., Chapter 1 (pp. 3–8, p. 33), Chapter 2 (pp. 43–48, 50–53, pp. 58–61), Chapter 3 (pp. 67–90), Chapter 4 (pp. 93–127), and Chapter 6 (pp. 156–168, pp. 181–183).	No	5 hours
Lesson: Study the lesson for this module.	No	2 hours
Discussion: Participate in the discussion titled "Importance of Coding Guidelines."	Yes	N/A
Lab: Complete the lab titled "Assigning Correct ICD-9-CM Codes."	Yes	N/A
Quiz: Prepare for Quiz 1.	No	2 hours

Total Out-Of-Class Activities: 9 Hours

MODULE 2: SELECTING CORRECT ICD-9-CM CODES, PART 1

COURSE LEARNING OBJECTIVES COVERED

- Select correct ICD codes for diagnoses and procedures related to specific body systems.
- Use an encoder to select diagnostic and procedural codes.

TOPICS COVERED

- V Codes and E Codes
- Infectious Diseases and Endocrine, Blood, and Nervous System Disorders
- Diseases of the Circulatory System
- Neoplasms

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Rich B., Chapters 7, 8, 9, 11, and 12.	No	6 hours
Lesson: Study the lesson for this module.	No	2 hours
Discussion: Participate in the discussion titled "What Would You Do?"	Yes	N/A
Exercise: Submit the exercise titled "Select Correct ICD-9 Codes."	Yes	2 hours
Lab: Complete the lab titled "Assigning Correct ICD-9-CM Codes."	Yes	N/A
Quiz: Take Quiz 1.	Yes	N/A

Total Out-Of-Class Activities: 10 Hours

MODULE 3: SELECTING CORRECT ICD-9-CM CODES, PART 2

COURSE LEARNING OBJECTIVES COVERED

- Select correct ICD codes for diagnoses and procedures related to specific body systems.
- Use an encoder to select diagnostic and procedural codes.

TOPICS COVERED

- Mental, Respiratory, Digestive, Genitourinary, Skin, and Musculoskeletal System Disorders
- Signs, Symptoms, Ill-Defined Conditions, and Surgical or Medical Complications
- Complications in Pregnancy, Childbirth, the Puerperium and Perinatal Conditions, and Congenital Anomalies
- Inpatient Hospital Procedures

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Rich B., Chapters 10, 13, 14, and 16	No	5 hours
Lesson: Study the lesson for this module.	No	2 hours
Discussion: Participate in the discussion titled "Workplace IQ."	Yes	N/A
Exercise 1: Submit the exercise titled "Select Correct ICD-9 Codes."	Yes	2 hours
Exercise 2: Submit the exercise titled "Select Correct ICD-9 Codes."	Yes	2 hours
Lab: Complete the lab titled "Assigning Correct ICD-9-CM Codes."	Yes	N/A
Quiz: Prepare for Quiz 2.	No	2 hours

Total Out-Of-Class Activities: 13 Hours

MODULE 4: SELECTING CORRECT ICD-10-CM CODES, PART 1

COURSE LEARNING OBJECTIVES COVERED

- Select correct ICD codes for diagnoses and procedures related to specific body systems.
- Use an encoder to select diagnostic and procedural codes.

TOPICS COVERED

- Coding for Endocrine, Nutritional, and Metabolic Diseases
- Coding for Skin and Subcutaneous Tissue Diseases
- Coding for Musculoskeletal Systems and Connective Tissue Diseases
- Coding for Injury, Poisoning, and Other External Causes

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Papazian, L., Chapters 10, 11, 12, and 13	No	6 hours
Lesson: Study the lesson for this module.	No	2 hours
Discussion: Participate in the discussion titled "ICD-9 vs. ICD-10."	Yes	N/A
Exercise: Submit the exercise titled "Assigning ICD-10 Diagnosis Codes."	Yes	4 hours
Lab: Complete the lab titled "Assigning Diagnosis Codes using Encoder Part I."	Yes	N/A
Quiz: Take Quiz 2.	Yes	N/A

Total Out-Of-Class Activities: 12 Hours

MODULE 5: SELECTING CORRECT ICD-10-CM CODES, PART 2

COURSE LEARNING OBJECTIVES COVERED

- Select correct ICD codes for diagnoses and procedures related to specific body systems.
- Use an encoder to select diagnostic and procedural codes.

TOPICS COVERED

- Coding for Circulatory System Diseases
- Coding for Blood and Blood-Forming Organs Diseases and Disorders
- Coding for Respiratory System Diseases
- Coding for Nervous System and Sense Organs Diseases
- Coding for Mental, Behavioral, and Neurodevelopmental Disorders

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Papazian, L., Chapters 14, 15, 16, 17, and 18	No	7 hours
Lesson: Study the lesson for this module.	No	1.5 hours
Discussion: Participate in the discussion titled "Assigning ICD-10 Codes for Burns."	Yes	N/A
Exercise: Submit the exercise titled "Assigning ICD-10 Codes for Conditions."	Yes	4 hours
Lab: Complete the lab titled "Assigning ICD-10 Codes for Scenarios."	Yes	N/A
Final Exam: Prepare for the final exam.	No	5 hours

Total Out-Of-Class Activities: 17.5 Hours

MODULE 6: SELECTING CORRECT ICD-10-CM CODES, PART 3

COURSE LEARNING OBJECTIVES COVERED

- Select correct ICD codes for diagnoses and procedures related to specific body systems.
- Use an encoder to select diagnostic and procedural codes.

TOPICS COVERED

- Coding for Eye and Adnexa Diseases
- Coding for Ear and Mastoid Process Diseases
- Coding for Infectious and Parasitic Diseases
- Coding for Genitourinary System Diseases
- Coding for Pregnancy, Childbirth, and the Puerperium

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Papazian, L., Chapters 19, 20, 21, 22, and 23	No	6.5 hours
Lesson: Study the lesson for this module.	No	1.5 hours
Lab: Complete the lab titled "Assigning ICD-10 Codes using Encoder."	Yes	N/A
Final Exam: Take the final exam.	Yes	N/A

Total Out-Of-Class Activities: 8 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Discussion	10%
Exercise	15%
Quiz	20%
Lab	30%
Final Exam	25%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE		PERCENTAGE
A	(4.0)	90–100%
B+	(3.5)	85–89%
B	(3.0)	80–84%
C+	(2.5)	75–79%
C	(2.0)	70–74%
D+	(1.5)	65–69%
D	(1.0)	60–64%
F	(0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Rich, B. (2013). *Medical Coding: A Journey (1st ed.). Upper Saddle River, NJ: Pearson* Education, Inc.
- Papazian-Boyce, L. (2013). *ICD-10-CM/PCS Coding A Map for Success (1st ed.). Upper* Saddle River, NJ: Pearson Education, Inc.
- *American Medical Association 2016 CPT Standard Edition.*
- *HCPCS 2016 Level II Codebook. Optum.*
- *2016 ICD-10-CM, The Educational Annotation of ICD-10-CM. Channel Publishing.*
- *2016 ICD-10-PCS, The Educational Annotation of ICD-10-PCS. Channel Publishing.*

OTHER ITEMS

- Access to the AHIMA VLAB: http://academy.ahima.org/
  Refer to VLabLoginCredentials-3MEncoder.pdf for login instructions.

RECOMMENDED RESOURCES

- ITT Tech Virtual Library (accessed via Student Portal | https://studentportal.itt-tech.edu)
  - School of Study> Breckinridge School of Nursing and Health Sciences> *Recommended Links*
    - Healthcare Common Procedure Coding System (HCPCS)
      http://www.cms.gov
      This site will start you off with general information about the HCPCS system (Keep in mind HCPCS Level 2 is available here for free). CPT, which is HCPCS Level 1, is for purchase from the AMA.
    - HIM Connection
      http://www.hcpro.com
      This website can provide you with information, links, and additional resources for compliance.
    - ICD-9 Provider and Diagnostic Codes
      http://www.cms.gov

This site will begin the general introduction to the ICD-9-CM coding system and list updates to what is current with ICD-9-CM and ICD-10-CM.

- Standard of Ethical Coding
  http://www.ahima.org/
  This is the website for the Code of Conduct as a professional coder, biller, and medical record custodian under AHIMA.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as hands-on exercises using the codebooks and the AHIMA VLabs. Your progress will be regularly assessed through a variety of assessment tools including discussions, exercises, labs, quizzes, and final exam.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)