



HITT 2335-001IN
Coding and Reimbursement Methodologies
Fall 2023
Online

Instructor Information: Kay Carrier, MHA, RHIA; Kcarrier3@com.edu 409-933-8414 (O) or 409-789-5113 (C)

Student hours and location: Monday, 9-11, Tuesday 1-3, Wednesday 9-11; Thursday 1-3, Friday by appointment

Required Textbook: Principles of Healthcare Reimbursement and Revenue Cycle Management, 7th edition; Author: Anne B. Casto & Susan White (Textbook and Student Workbook required); Publisher: AHIMA Press; ISBN: 978-1-58426-800-0; Product Code: AB202019

Health Information Management Case Studies, Second Edition; Author: Dianna Foley; Publisher AHIMA; ISBN: 978-1-58426-769-0; Publisher: AHIMA Press; Product Code: AB125118.

Course Description: Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Course Pre/Corequisite: Pre-requisite HITT – 1341 Coding and Classification

Notice to Students Regarding Licensing Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements (www.ahima.org).

Should you wish to request a review of the impact of criminal history on your potential (RHIT) prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”: (www.ahima.org). This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Determination of Course Grade/Detailed Grading Formula

Course requirements (including description of any special projects or assignments):

Three (3) Individual Assignments (@10% each of final grade); One (1) Group Assignment (@10% each of final grade); See lesson plan for due dates.

Assignment 1 Due: September 24

Current Events: Find a current event via newspaper, internet, or magazine that deals with healthcare reimbursement. Summarize the article in 1-2 pages, APA and include your thoughts. Also include how this topic has an impact on reimbursement. Please include a copy of the article. Please submit your assignments in the assignment tab on Brightspace (D2L) which is located on the left. Once you have clicked on that you will see the assignments for this class. I will respond within 3 – 4 days in the grading tool area in Brightspace (D2L). **Assignment 1 address the following Core Objective: Critical Thinking**

Assignment 2 Due: October 22

Prospective Payment System: Use the table provided to compare and contrast the prospective payment system for inpatient and outpatient reimbursement. Please submit your assignments in the assignment tab on Brightspace (D2L) which is located on the left or at the top. Once you have clicked on that you will see the assignments for this class. I will respond within 3 – 4 days in the grading tool area in Brightspace (D2L).

Assignment 3 Due: November 27

Computer Assisted Coding—Why should hospitals invest in this technology?

As a leader and manager, the health information administrator is responsible for evaluating products. Computer-assisted coding (CAC) is a coding tool that assist coders in identifying diagnosis and procedure codes.

Read the article “Computer-Assisted Coding Reality Check” by Mary Butler. It is available on the AHIMA HIM Body of Knowledge at <http://bok.ahima.org/doc?oid=302747#.XyaxCJ5KiUk>.

Evaluate the use of CAC. Using information from the assigned article, textbook, and other articles you may choose to read, critique, and weigh in on the use of CAC. Do you think hospitals should invest in CAC software? Support your decision with at least three pieces of evidence in a 1-2 page report.

Please submit your assignments in the assignment tab in Brightspace (D2L) which is located on the left or at the top of the page. Once you have clicked on that you will see the assignments for this class. I will respond within 3 – 4 days in the grading tool area in Brightspace (D2L).

Assignment 4 (Group Assignment) Due: December 12

Create a Coding Compliance Plan: You are the Coding Manager at Mercy Grace Medical Center. You’ve just experienced a RAC audit which resulted in

the overpayment on several claims. Create a coding compliance plan to insure this doesn't happen again. See additional information below on how to complete the project.

The grade consists of (50 percent of grade) is from the project and (50% of the grade) Student participation which is evaluated by fellow team members. Using the criteria on the team evaluation sheet (handout), the students evaluate all other members of their team. This score is then averaged for each criterion then totaled for a final score. The faculty member also uses these criteria for his/her portion of the participation grade.

Team evaluations can be found on the home page and are confidential. Please email the evaluation form to kcarrier3@com.edu.

Additional information

- This should be a COMPREHENSIVE paper written in Word using the format of a reference guide that a person can use to understand the hospital's compliance plan. One or two pages will not be sufficient. The body of this plan should be several pages in length if all elements are addressed in detail. I am looking for full details, no lists. The more information and detail you provide, the better. The information should be IN YOUR OWN WORDS. Do not copy information from other sources. You may review other sources for information but write the paper in your own words.
- The paper/guide should be written in APA format: separate title page; body of the guide should be 1 inch margins, double-spaced, 10 or 12 point font; separate reference page. You may use the textbook as one reference. There should be several references listed. Be sure your references are formatted correctly. The following link includes APA formatting guidelines https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Review chapter 12 & 13 in its entirety. There is some good information there that will be helpful in writing your plan. The seven elements of a compliance program are listed on pages 200–201 in your textbook. Be sure all of those elements are addressed in your plan. The components of an audit plan are listed on page 209. This information is helpful when discussing how you will conduct audits.
- The plan should include at minimum:
 - Overview/purpose of the document.
 - Identify potential abuse or fraudulent trends through data analysis of the audit.
 - Reference the hospital's policies and procedures (they do not need to be included but should be referenced in the plan)
 - Discuss the audit process: frequency, who performs, how are results reported, who are results reported to, what actions should be taken
 - Discuss how coding compliance is monitored and reported
 - Discuss type and frequency of coding education

- Each person will have to submit the assignment in the assignment tab in Brightspace (D2L). Plus, there will be one submission per group which means only one person from each group will need to submit the assignment in the discussion forum for you to review each other's project.

I will respond within 3 – 4 days in the grading tool area in Brightspace (D2L).

- **Assignment 3 addresses the following Core Objective: Oral and written Communication; critical thinking and personal responsibility.**

Discussion assignments (10% of final grade)

There are fourteen (14) discussions and on the discussions page you will see the exact page and assignment for each discussion. To create a discussion, click on the “create thread” button.

Compose your response in the box and click on “post” when you are finished. I do not remove any discussion assignments or student responses until the course is over. If you want to view your response to any discussion assignment, be sure you have clicked on “Show All” at the top of the discussion area. Please see the calendar for specific due dates. You will need to post your initial response by day 4 (Thursday) of each week and a response to at least one colleague by day 6 (Saturday) **except** for discussion one (1) and two (2) which does not require a response.

Therefore, it is imperative to check the discussion area at least twice a week for new messages.

Furthermore, please respond to any questions or comments that are asked of you from another student(s). Credit will be awarded to students participating in discussion assignments. **Each discussion is worth 10 points and will be graded each week in the grading tool with the rubric that you can view by creating a thread then up at the top it will say grading information click on that and you will see be able to view the rubric.**

Instructor feedback will be provided individually on each discussion through your My Grades tool. I will also be reviewing the discussions and participating in them as well to provide feedback.

The discussions can be located within the learning modules or under the discussion tab on the left-hand side or top of page. **IMPORTANT: If you fail to participate in any discussion within the time frame, you will not receive a grade for the discussions section, it will be a zero, which will take you down an entire letter grade. Unless you have discussed it with the instructor prior to submitting discussions late. Then the instructor will require a 1 – page report on the discussion topic before you can continue.**

****Discussion Forum Participation Rubric is located in Brightspace (D2L) under the blue course menu...**

Participation in the discussion forums is critical for maximizing your learning experiences in this course. You are required to be part of an online community that interacts, through discussion, to enhance and support the professional development of the group. Part of the assessment criteria for the course includes assessing the quality and quantity of your participation in the discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your instructor will consider these characteristics when assessing the quality and level of your participation.

- You should submit your initial post by day 4 (Thursday) in each module, and your subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that lasts throughout the entire module.
- Your posts and responses should be thorough and thoughtful. Just posting an “I agree” or “Good ideas” will not be considered adequate. Support your statements with examples, experiences, or references. Keep in mind that your fellow learners will be reading and responding to you, too.
- Make certain to address the discussion prompt(s). This does not mean you should not extend the topic, but do not stray from the topic.
- Discussions occur when there is dialogue. Therefore, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant, add to the discussion by including prior knowledge, work experience, references, web sites, resources, etc. (giving credit when appropriate).
- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors as well as friendly and courteous.

Quizzes (40% of final grade) – Each quiz will cover the content from the related module. You can locate the quizzes under the assessment tab.

Detailed Grading Formula

Your semester grade will be comprised of the following components and graded per the following grading scale: Furthermore, **in order to pass this class, you must obtain “C” or better.**

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|-------------------------------|-------------|
| Assignments | 40% |
| Chapter Review Quizzes | 40% |
| Discussions | 10% |
| Case Studies | 10% |
| Total | 100% |

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|-----------------------|---|
| Grading Scale: | |
| 90-100 | A |
| 80-89 | B |
| 75-79 | C |
| 75-69 | D |
| 68- Below | F |

Late Work, Make-Up, and Extra-Credit Policy:

Late Work: As a student you are required to complete all lessons, assignments, and tests as part of each course within the program. Tests and individual project may be submitted after the due date and receive a grade; however, grades for these assignments and exams submitted after the due date

and time will receive a maximum grade of 75% unless prior arrangements have been made with the instructor.

Use of Artificial Intelligence (AI): Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Attendance Policy: Students are expected to log into Brightspace (D2L) at least three times a week and participate in all discussions.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to emails within two days of receiving them. However, if you need to contact me immediately, please feel free to contact me at 409-933-8414 (O) or 409-789-5113 (C).

Student Learner Outcomes:

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|--|--|--|
| 1. Students will be able to demonstrate knowledge of sequencing codes according to established guidelines and standard | Critical Thinking | Exams |
| 2. Students will be able to demonstrate knowledge of applying reimbursement methodologies | Personal Responsibility Critical Thinking Communication Skills: Written | Assignment 2 Assignment 2 Assignment 1 |

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook (pg. 33). Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for appropriate discipline action.

<http://www.com.edu/student-services/student-handbook>

Use of Artificial Intelligence (AI): Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Rebecca Montz at 409-933-8948 or at rmontz@com.edu.

| Tentative Course Outline | Class # | Topics Covered/Reading Assignments | Assignments | Lab Assignments |
|---------------------------------|----------------|--|---|------------------------|
| 8/28 – 9/3 | 1 | Chapter 1 - Healthcare Reimbursement and Revenue Cycle Management <ul style="list-style-type: none"> • Healthcare delivery in the US • Revenue Cycle Management | Welcome Discussion – Due 8/31 Discussion 1 initial post Due 8/31 Response to Discussion 1 Due 9/3 Review Quiz Due – 9/3 | |
| 9/4/2023 | | LABOR DAY HOLIDAY | | |
| 9/5 – 9/10 | 2 | Chapter 2 – Health Insurance <ul style="list-style-type: none"> • Types of health insurance • Sections of a health insurance policy • Managed care | Discussion 2 initial post Due 9/7 Response to Discussion 2 Due 9/9 Review Quiz Due – 9/10 | |
| 9/11 – 9/17 | 3 | Chapter 3 – Government-Sponsored Healthcare Programs <ul style="list-style-type: none"> • Medicare • Medicaid • Other government-sponsored healthcare programs | Discussion 3 initial post Due 9/14 Response to Discussion 3 Due 9/16 Review Quiz Due – 9/17 | |
| 9/18 – 9/24 | 4 | Chapter 4 – Healthcare Reimbursement Methodologies <ul style="list-style-type: none"> • Types of healthcare reimbursement methodologies • Risk adjustment models • Accountable care organizations | Discussion 4 initial post Due 9/21 Response to Discussion 4 Due 9/23 Assignment 1 Due 9/24 | |

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|---------------|---|--|--|--|
| 9/25 – 10/1 | 5 | Chapter 5 – Medicare Hospital Acute Inpatient Services Payment System <ul style="list-style-type: none"> • Basic payment system concepts • Basic Medicare value-based purchasing concepts • Medicare hospital acute inpatient services payment system | Discussion 5 initial post Due 9/28 Response to Discussion 5 Due 9/30 Review Quiz – Due 10/1 | Case Study 5.4 Present on admission analysis Due 10/1 |
| 10/2 – 10/8 | 6 | Chapter 6 – Medicare Skilled Nursing Facility Services Payment System <ul style="list-style-type: none"> • Patient-driven payment model • Skilled nursing facility services payment system | Discussion 6 initial post Due 10/5 Response to Discussion 6 Due 10/7 Review Quiz Due – 10/8 | |
| 10/9 – 10/15 | 7 | Chapter 7 – Medicare Hospital Outpatient Payment System Reimbursement for hospital outpatient services | Discussion 7 initial post Due 10/12 Response to Discussion 7 Due 10/14 Review Quiz – Due 10/15 | Case Study 4.7 Advance Beneficiary Notice Process Due – 10/15 |
| 10/16 – 10/22 | 8 | Chapter 8 – Medicare Physician and Other Health Professional Payment System <ul style="list-style-type: none"> • Structure of payment • Provisions Quality payment program | Discussion 8 initial post Due 10/19 Response to Discussion 8 Due 10/21 Review Quiz – Due 10/22 Assignment 2 Due 10/22 | |

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|---------------|----|---|---|---|
| 10/23– 10/29 | 9 | Chapter 9 – Revenue Cycle Front-End Processes – Patient Engagement <ul style="list-style-type: none"> • Scheduling services • Prior authorization • Patient intake • Patient financial counseling | Discussion 9 initial post Due 10/26 Response to Discussion 9 Due 10/28 Review Quiz Due – 10/29 | |
| 10/30– 11/5 | 10 | Chapter 10 – Revenue Cycle Middle-Processes – Resource Tracking <ul style="list-style-type: none"> • Charge capture • Code sets • The coding process | Discussion 10 initial post Due 11/2 Response to Discussion 10 Due 11/4 Review Quiz – Due 11/5 | Case Study 4.11 Chargemaster issue Due –11/5 |
| 11/6 – 11/12 | 11 | Chapter 11 – Revenue Cycle Back-End Processes – Claims Production and Revenue Collection <ul style="list-style-type: none"> • Claims production, submission, and reconciliation • Determining expected reimbursement • Adjudication | Discussion 11 initial post Due 11/9 Response to Discussion 11 Due 11/11 Review Quiz Due – 11/12 | |
| 11/13 – 11/19 | 12 | Chapter 12 – Coding and Clinical Documentation Integrity Management <ul style="list-style-type: none"> • Coding management • Clinical documentation integrity | Discussion 12 initial post Due 11/16 Response to Discussion 12 Due 11/18 Review Quiz Due – 11/19 | |
| 11/20 – 11/22 | 13 | Wrap up group project. <ul style="list-style-type: none"> • | Assignment Due 3: 11/27 | |
| 11/23 – 11/24 | | Thanksgiving Holiday | | |

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|---------------|----|--|---|--|
| 11/27 – 12/3 | 14 | Chapter 13 – Revenue Compliance <ul style="list-style-type: none"> • Fraud and abuse • Oversight of Medicare claims payments • Audit management • Coding and billing compliance tools • Denial management | Discussion 13 initial post Due 11/30 Response to Discussion 13 Due 12/2 Review Quiz Due – 12/3 | |
| 12/4 -12/10 | 15 | Chapter 14 – Healthcare Data in Action: Real-World Analysis <ul style="list-style-type: none"> • Case-mix calculations and analysis • Outpatient service mix analysis • Physician coding analysis | Discussion 14 initial post Due 12/7 Response to Discussion 14 Due 12/9 Review Quiz – Due 12/10 | |
| 12/11 – 12/15 | 16 | Course Wrap-up | Assignment 4 Due 12/12/2021 | |

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students with the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Success Tips for Students

Three Prior to Me: The HIM faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your textbook. Instructors **will** question you regarding what research methods you utilized 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 the student as well as the instructor.

Professionalism: Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class and is punctual** – The student logs onto Brightspace (D2L) at least twice a week.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g., um, you know, like
- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student, and college information.

AHIMA Domains and Sub-domains specify the HIM body of knowledge and practice that is taught within this course.

Domain I. Data Content, Structure, and Information Governance

1.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures.

Domain: IV Revenue Cycle Management

IV.1 Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines

IV.2 Describe the component of revenue cycle management and clinical documentation improvement.

IV.3 Summarize regulatory requirements and reimbursement methodologies.

IV.1 (RM Only) Determine diagnosis and procedure codes according to official guidelines

IV.2 (RM Only) Evaluate revenue cycle processes.

IV.3 (RM Only) Evaluate compliance with regulatory requirements and reimbursement methodologies.

Domain V. Health Law & Compliance

V.2 Demonstrate compliance with external forces.

V.3 Identify the components of risk management related to health information management

V. 4 Identify the impact of policy on health care.

Domain VI. Organizational Management & Leadership

VI. 4 Utilize data-driven performance improvement techniques for decision making.