



HITT 1341.001IN)
Coding and Classification System
Spring 2022
ONLINE

Instructor Information: Dalona Griffin, MS, MBA, RHIA, CCS, dgriffin7@com.edu

Student hours and location: By Appointment

Required Textbook/Materials:

Basic ICD-10-CM and ICD-10-PCS Coding 2022; Publisher: AHIMA; ISBN: 9781584268390

ICD-10-CM International Classification of Diseases 2022, Clinical Modification; Publisher: PMIC or AHIMA

ICD-10-PCS International Classification of Diseases 2022, Publisher: PMIC or AHIMA

Course Description: Application of basic ICD-10-CM, ICD-10-PSC, coding rules, principles, guidelines and conventions. Awareness of the important role clinical documentation and HIT play in accurate and adequate coding. Understanding of Federal compliance and regulatory initiatives as they relate to ICD-10-CM, ICD-10-PCS and coding.

Course requirements: Course Pre and Co-requisites: Pre-requisites; HITT - 1305 Medical Terminology and BIOL – 2401 Anatomy and Physiology. Co-requisites; HITT – 2330 Pharmacology/Pathophysiology and BIOL – 2402 Anatomy and Physiology.

Determination of Course Grade/Detailed Grading Formula:

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

Four (4) exams (10%) each	40%
24 Chapter Review Assignments	25%
Final Exam-Comprehensive	25%
Attendance/Participation	10%

Grading Scale:

- 90.0% to 100%, = A
- 80.0% to 89.9%, = B

- 75.0% to 79.99%, = C
- 70% to 74.99%, = D
- 0 to 70%, = F

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

Attendance Policy: Students are expected to log into blackboard at least three (3)times a week.

Make-Up Policy: As a student you are required to complete all lessons, assignments and test as part of each course within the program. Tests 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.** The percentage of each activity will weight in the final grade, regardless if the student participates in the activity or test.

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. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Core Objectives: Students successfully completing this course will demonstrate competency in the following:

1. Critical Thinking: Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. Communication Skills: Develop, interpret, and express ideas through written, oral, and visual communication
3. Empirical Quantitative Data: Students will include the manipulation and analysis of numerical data or observable facts resulting in informed conclusion
4. Teamwork: To include the ability to consider different points of view and to work effectively with others to support shared purpose or goal
5. Social Responsibility: Students will demonstrate intercultural competence, knowledge of civic responsibilities and the ability to engage effectively in regional, national, and global communities
6. Personal Responsibility: Evaluate choices and actions of others or one’s own, and relate consequences to ethical decision making.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to apply nomenclature and classification systems	Critical Thinking	Final
2. Students will be able to assign codes	Critical Thinking	Final

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Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook (pg. 19). 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 the appropriate discipline action. <https://www.com.edu/student-services/student-handbook>

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 Kay Frieze, Department Chair at 409-933-8414 or at kfrieze@com.edu

Course outline:

Date	Week #	Topics/Chapters Covered	Assigned Reading	Homework (Turn in Review on Sunday following chapter review in class)	Activities
01/18/2022 – 01/23/2022	1	Introduction Review of Syllabus and Lesson Plan	Chapter 1 – Characteristics of ICD-10-CM <ul style="list-style-type: none"> • Characteristics of ICD-10-CM • Basic Steps in ICD-10-CM 	Chapter 1 Review Exercises due 01/23/2022	Complete introduction discussion
01/24/2022 – 01/30/2022	2	Chapter 2	Chapter 2 – Procedures <ul style="list-style-type: none"> • Volume 3 of ICD-10-CM • Content and outline of the Alphabetic Index to Procedures and the Tabular List of Procedures • ICD-10-CM conventions in Volume 3 	Chapter 2 Review Exercises due 01/30/2022	

			<ul style="list-style-type: none"> • Coding open, endoscopic, completed, canceled, incomplete, or failed procedures • Selection of principal and secondary procedure codes 		
1/31/2022 – 02/06/2022	3	Chapters 3 & 4	<p>Chapter 3 – Introduction to the PPS and UHDDS</p> <ul style="list-style-type: none"> • UHDDS • Uniform Bill-04 (UB-04) • Selection of Principal Dx • Reporting other or additional DX • PPS • QIO's • RACs • Coding for Medical Necessity <p>Chapter 4 – Infectious and Parasitic Disease</p> <ul style="list-style-type: none"> • Coding of communicable, infectious and parasitic diseases • Common diseases such as tuberculosis and septicemia • Coding of late effects of infectious and parasitic diseases 	<p>Chapter 3 Review Exercises due 02/06/2022</p> <p>Chapter 4 Review Exercises due 02/06/2022</p>	

			<ul style="list-style-type: none"> • Differentiating between HIV infection, HIV disease and AIDS for coding purposes 		
02/07/2022 – 02/13/2022	4	Chapter 5	<p>Chapter 5 – Neoplasms</p> <ul style="list-style-type: none"> • Classification of all types of neoplasms: malignant, benign, uncertain behavior and unspecified nature • Instructions on the use of the Alphabetic Index Neoplasms • Role of Morphology codes The use of V codes to describe certain patient with current or past neoplastic disease 	Chapter 5 Review Exercises Due 02/13/2022	Test 1 Chapters 1-4 Due date TBD
02/14/2022 – 02/20/2022	5	Chapters 6 & 7	<p>Chapter 6 – Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders</p> <ul style="list-style-type: none"> • Diseases of the endocrine glands, nutritional disorders, and metabolic and immunity disorders • Classifications of all types of diabetes, including the secondary complications of diabetes 	<p>Chapter 6 Review Exercises due 02/20/2022</p> <p>Chapter 7 Review Exercises due 02/20/2022</p>	

			<ul style="list-style-type: none"> • Coding of metabolic disorders <p>Chapter 7 – Disease of the Blood and Blood-Forming Organs</p> <ul style="list-style-type: none"> • Classification of the various type of diseases of blood and blood-forming organs including: <ul style="list-style-type: none"> • Anemias • Coagulation disorders • Purpura and other hemorrhagic conditions • Diseases of the WBC • Other blood and blood-forming organ diseases 		
02/21/2022– 02/27/2022	6	Chapters 8 & 9	<p>Chapter 8 – Mental Disorders</p> <ul style="list-style-type: none"> • Coding of behavioral health or psychiatric disorders, including psychoses, neurotic disorders, personality disorders, and other nonpsychotic mental disorders • The use of multiple codes to identify both psychiatric and neurological disorders that exist in the same patient 	<p>Chapter 8 Review Exercises due 02/27/2022</p> <p>Chapter 9 Review Exercises due 02/27/2022</p>	

			<ul style="list-style-type: none"> • The distinction between substance abuse and substance dependence and the correct coding of these conditions • Classification of mental retardation diagnoses <p>Chapter 9 – Diseases of the Nervous System and Sense Organs</p>		
02/28/2022 – 03/06/2022	7	Chapters 10 & 11	<p>Chapter 10 – Diseases of the Circulatory system</p> <ul style="list-style-type: none"> • Common conditions of the heart and circulatory system • Diseases of the cerebrovascular system • Diseases of arteries, veins and lymphatic structure <p>Chapter 11 – Diseases of the Respiratory System</p> <ul style="list-style-type: none"> • Acute respiratory and other upper respiratory tract infections and diseases 	<p>Chapter 10 Review Exercises due 03/06/2022</p> <p>Chapter 11 Review Exercises due 03/06/2022</p>	Test 2 Chapters 5-9 Date TBD

			<ul style="list-style-type: none"> • Pneumonia, influenza, chronic obstructive pulmonary diseases Respiratory failure and respiratory procedures		
03/07/2022 – 03/13/2022	8	Chapters 12 & 13	Chapter 12 – Diseases of the Digestive System <ul style="list-style-type: none"> • Disorders of the upper and lower GI • Infections of the GI tract • Other diseases of the GI tract, including hernia and ulcer Chapter 13 – Diseases of the Genitourinary System <ul style="list-style-type: none"> • Urinary System disorders • Diseases of the male genital system • Disorders of the Breast • Inflammatory disease of female pelvic organs and other disorders of the female genital tract 	Chapter 12 Review Exercises due 03/13/2022 Chapter 13 Review Exercises due 03/13/2022	
03/14/2022 – 03/18/2022			SPRING BREAK		

<p>03/21/2022 – 03/27/2022</p>	<p>9</p>	<p>Chapters 14 & 15</p>	<p>Chapter 14 – Complications of Pregnancy, Childbirth and the Puerperium</p> <ul style="list-style-type: none"> • Ectopic and molar pregnancy • Pregnancy with abortive outcome • Complications related to pregnancy, labor and deliver • Complications of the puerperium <p>Chapter 15 – Diseases of the Skin and Subcutaneous Tissue</p> <ul style="list-style-type: none"> • Infections of the skin and subcutaneous tissue • Other inflammatory conditions of the skin and subcutaneous tissue • Other diseases of skin, nails, hair follicles, sweat glands and sebaceous glands • Chronic ulcers of skin, 	<p>Chapter 14 Review Exercises due 03/27/2022</p> <p>Chapter 15 Review Exercises due 03/27/2022</p>	
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			urticaria, and other disorders		
03/28/2022 – 4/03/2022	10	Chapters 16 & 17	Chapter 16 – Diseases of the Musculoskeletal System and Connective Tissue <ul style="list-style-type: none"> • Disorders of joints and connective tissue including various forms of arthritis • Back disorders including spondylosis and herniated intervertebral disc • Disorders of muscles, tendons, and their attachments, and other soft tissue • Other diseases of bone and cartilage, including infections and acquired deformities Chapter 17 – Congenital anomalies or conditions present since birth <ul style="list-style-type: none"> • Congenital anomalies or conditions 	Chapter 16 Review Exercises due 04/03/2022 Chapter 17 Review Exercises due 04/03/2022	Test 3 Chapters 10-15 date TBD

			<p>present since birth</p> <ul style="list-style-type: none"> • Coding for newborns and neonatal conditions 		
04/04/2022 – 04/10/2022	11	Chapter 18	<p>Chapter 18 – Symptoms, Signs, and Ill-Defined Conditions</p> <ul style="list-style-type: none"> • Subjective physical symptoms reported by patients as reasons for healthcare visits • Objective signs, abnormal physical findings, abnormal diagnostic test results and ill – defined conditions reported by the healthcare provider/physician for a patient <p>Determining the appropriate coding of signs and symptoms according to coding rules and the outpatient coding guidelines</p>	Chapter 18 Review Exercises due 04/10/2022	
04/11/2022 – 04/14/2022	12	Chapters 19 & 20	Chapter 19 – Injury and Poisoning I	Chapter 19 Review Exercises due 04/14/2022	

			<ul style="list-style-type: none"> • Traumatic Injuries • Conditions coded to the range of ICD-9_CM codes from 800 to 959 <p>Chapter 20 – Injury and Poisoning II</p> <ul style="list-style-type: none"> • Poisoning and adverse effects of drugs Complications or surgical or medical care, Not classified elsewhere 	Chapter 20 Review Exercises due 04/14/2022	
04/15/2022 – 04/17/2022			SPRING HOLIDAY		
04/18/2022 – 04/24/2022	13	Chapters 21 & 22	<p>Chapter 21 – Supplementary Classifications – E codes</p> <ul style="list-style-type: none"> • External cause of injury and poisoning code (E800 – E999) • Guidelines for coding external causes of injury <p>Chapter 22 – Late Effects</p> <ul style="list-style-type: none"> • Coding the residual conditions that remains after the acute phase of an injury or 	<p>Chapter 21 Review Exercises due 04/24/2022</p> <p>Chapter 22 Review Exercises due 04/24/2022</p>	Test 4 Chapters 16-20 date TBD

			<p>illness has ended, including the cause of the residual condition known as the late effect</p> <ul style="list-style-type: none"> Using the Alphabetic Index to Diseases correctly to identify both conditions 		
04/25/2022 – 05/01/2022	14	Chapter 23	<p>Chapter 23 – Supplementary Classification – V Codes</p> <ul style="list-style-type: none"> The use of V codes to describe patients and their reasons for healthcare services Using the Alphabetic Index to Diseases correctly to identify V codes 	Chapter 23 Review Exercises due 05/01/2022	
05/02/2022 – 05/06/2022	15	Review			
05/07/2022 – 05/10/2022	16	Final Exam			Final Exam due 05/10/2022

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. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are 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.

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 text book. 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

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.

AHIMA DOMAINS, SUBTASKS, AND TASKS

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.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.