



**HITT – 2346 –001IN**  
**Advanced coding**  
**Spring 2022**  
**Thursdays; 6 to 10 pm; Virtual**

## **Instructor Information**

**Instructor:** Tori B. Collins, RHIA, CCS

**Email Address:** toshabee@hotmail.com

**Office hours and location:** By Appointment, Special arrangements can be made to meet before or after scheduled class time if needed

**Communication Policy:** The best way to reach me is either through email toshabee@hotmail.com. 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 via text @ (713) 289-4509 (Cell)**

## **Course Information**

**Required Textbook:** Smith, *Basic Current Procedural Terminology and HCPCS Coding, 2021, CPT 2022-Professional ED,*

**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.

**Course Description:** In-depth coverage of ICD – 10 & ICD - 10 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 healthcare reporting will be addressed. Students will assign coding and prospective payment categories using computerized software and the ICD-9-CM, ICD-10 and CPT coding books.

## **Student Learner Outcomes:**

Upon successful completion of this course, students will:

1. Be able to analyze health records to assign principal/secondary diagnoses and procedures
2. Be able to assign reimbursement methodologies.

**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.

<b>Student Learner Outcome</b>	<b>Maps to Scans Competency</b>	<b>Assessed via this Assignment</b>
1. Students will be able to analyze health records to assign principal/secondary diagnoses and procedures	Critical Thinking	Final
2. Students will be able to assign reimbursement methodologies	Critical Thinking	Final

## **Course Policies and Guidelines**

**Attendance Policy:** Students are expected to attend every class and be on time. Students that are more than 20 minutes late may be counted absent at the discretion of the instructor. If an absence occurs, the student must contact the instructor immediately to discuss the rationale for the absence. Makeup work is the responsibility of the student and making contact with fellow classmates is highly encouraged to get details on missed assignments. Leaving the class early (before being released by the Instructor) may result in an absence. Furthermore, attendance will be checked daily by the instructor.

Please Note: You are responsible for getting any missed notes, handouts, assignments, etc. pertaining to the completion of this class. If you are absent for any reason do not ask me for any paperwork that has been previously handed out or written on the board. **IT IS YOUR RESPONSIBILITY.**

**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.

**Concerns/Questions Statement:** 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 the Department Chair, Dr. Jere Hammer, at 409-933-8278/jhammer@com.edu.

**Tardiness Policy:** Tardiness is recorded and leaving class early can be noted in the attendance record as an absence. Absenteeism, tardiness, and leaving class early can affect your final grade in a course. If a student has more than three absences, his/her final grade could be lowered one letter grade for each additional absence beyond the third absence.

**Withdrawal Policy:** COM policy states: “Students who officially withdraw from a course for any reason, on or before “W” day will receive a “W” which is April 25, 2022. It is the student’s responsibility to ensure that he/she is properly withdrawn from the course. **Ceasing to attend class does not officially withdraw a student from a course. As a rule, I do not drop students unless they ask me in writing to do so.** Therefore, if you know before “W” day that you will not be able to successfully complete the course, please send me an e-mail requesting that I drop you from the course. **If you do not request to be dropped from the course or drop the course yourself, at the end of the term you will receive the grade you have earned, even if it is a “F.”**

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520. The Office of Services for Students with Disabilities is located in the Student Success Center. <https://www.com.edu/student-services/counseling> .

**Early Alert Program:** The Counseling Center at College of the Mainland has implemented an Early Warning Program. 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 Warning Program you will be contacted by someone in the Counseling Department. As student success and retention is very important to us, someone from the Counseling Department will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <https://www.com.edu/student-services/student-handbook> . Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**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> .

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. <http://www.com.edu/student-services/student-handbook.php>

### *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:**

**Four (4) Exams (15% each; 60% final grade)**

**Final (20% of final grade)**

The final is a comprehensive exam consisting of questions pertaining to all chapters.

**Attendance/class participation (20% of final grade)**

Students are expected to attend every class and participate.

### **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.**

Assignments/Participation	20%
Four (4) Test - 15% each	60%
Final Exam	20%

### **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

## Course outline – Tentative

Date	Class	Topics/Chapters Covered	Assigned Reading	Homework (Hand –in Review one week following assigned date)	Activities
1/20	1	Introduction and Review of Syllabus and Lesson Plan		Chapter Reviews are due at the beginning of each class	
1/27	2	Chapter 1 – Introduction to CPT and HCPCS <ul style="list-style-type: none"> <li>• Introduction to CPT and HCPCS</li> <li>• HCPCS Coding</li> <li>• Claim forms (CMS-1500 and CMS-1450)</li> </ul> Chapter 2 – Procedural Terminology in Current Use <ul style="list-style-type: none"> <li>• Format and organization of CPT</li> <li>• Conventions and characteristics of CPT</li> <li>• Alphabetic Index</li> <li>• Abstracting documentation</li> <li>• Coding references</li> </ul>	Textbook Chapter 1  Textbook Chapter 2		
2/3	3	Lecture Chapter 2 & 3	Continue Chapter 2  Chapter 3 – Modifiers <ul style="list-style-type: none"> <li>• Purpose of Modifiers</li> <li>• Uses of modifiers for surgical procedures</li> <li>• Differentiate between modifiers identified for Hospital Outpatient Use and complete list of CPT modifiers</li> <li>• Differentiate between modifiers 73 and 74</li> <li>• Proper use of modifier 59</li> </ul>	Week 1 homework due	Complete chapter 2 review
2/10	4	TEST 1- Chapter 1, 2 and 3	Coding Resources		TEST 1- Chapter 1, 2 and 3

			<ul style="list-style-type: none"> <li>• Anatomy &amp; clinical resources</li> <li>• CPT Assistnat</li> <li>• AHA Coding Clinics for HCPCS</li> <li>• Websites</li> </ul>		
2/17	5	Lecture Chapter 4	<p>Chapter 4 – Surgery Surgery Overview</p> <ul style="list-style-type: none"> <li>• Organization of the surgical section in CPT</li> <li>• Components of a surgical package</li> <li>• Distinguish between the CPT definition of surgical package and Medicare definition</li> <li>• Separate procedures</li> <li>• National Correct Coding Initiative (NCCI)</li> <li>• Modifiers for physician use vs. modifiers for hospital outpt. Use</li> </ul> <p>Integumentary System Subsection</p> <ul style="list-style-type: none"> <li>• Guidelines for coding excision of lesions</li> <li>• Benign and malignant lesions</li> <li>• Excision and destruction of lesions</li> <li>• Simple, Intermediate and complex wound repairs</li> <li>• Guidelines for coding wound repairs</li> <li>• Types of skin grafts Excisional and incisional breast biopsies</li> </ul>		
2/24	6	Lecture Chapter 4 -Continued	<p>Musculoskeletal System Subsection</p> <ul style="list-style-type: none"> <li>• Casting and Strapping codes</li> <li>• Surgical and diagnostic endoscopies</li> </ul>		

			Respiratory System Subsection <ul style="list-style-type: none"> <li>Guidelines for nasal endoscopy procedures</li> <li>Direct and Indirect laryngoscopies</li> <li>Procedures commonly performed with bronchoscopies</li> </ul> Cardiovascular System Subsection <ul style="list-style-type: none"> <li>Injection procedures</li> <li>Guidelines for coding CABG</li> <li>Documentation necessary for coding pacemaker procedures</li> <li>Interventional Radiology</li> <li>AV fistula and indications for the procedure</li> <li>Coding selections for AV fistulas</li> <li>VAD</li> </ul>		
3/3	7		Chapter 4 – Surgery Continued		
3/10	8	Chapter 4 Test			Test over Chapter 4
3/17		Spring break			
3/24	9	Lecture Chapter 5	Chapter 5 Radiology <ul style="list-style-type: none"> <li>Apply modifiers associated with radiological procedures (26, TC)</li> <li>State the meaning of the phrase “supervision and interpretation” as it applies to radiological procedures</li> </ul>		
3/31	10	Lecture Chapter 6	Chapter 6 Pathology and Laboratory		

			<ul style="list-style-type: none"> <li>• Apply physician-billing guidelines for coding laboratory services</li> <li>• State the appropriate use of organ- or disease-oriented panels</li> <li>• Select pathology level codes associated with pathological examination and diagnosis</li> </ul>		
4/7	11	Lecture Chapter 7	<p>Chapter 7 – Evaluation and Management Services</p> <ul style="list-style-type: none"> <li>• Contents of the Evaluation and Management Services Section</li> <li>• Differentiate between a new and established patient</li> <li>• Components included in the descriptors for the levels of E/M services</li> <li>• Key components for levels of E/M services</li> <li>• Documentation requirements Circumstances when “time” is a key factor in determining E/M level of service</li> </ul>		AHIMA Vlab E/M (Find-a-code)
4/14	12	Lecture Chapter 8	<p>Chapter 8 Medicine</p> <ul style="list-style-type: none"> <li>• Assign codes to report the administration of vaccines or toxoids</li> <li>• Apply guidelines to identify injections and infusions</li> </ul>		



4/21	13	Lecture Chapter 9	<p>Chapter 9 Anesthesia</p> <ul style="list-style-type: none"> <li>• Apply “qualifying circumstances” and “physical status” codes to anesthesiology services</li> <li>• Given a procedure/service, successfully assign CPT code(s) for the above listed services (radiology, pathology and laboratory, medicine, and anesthesia)</li> </ul>		
4/28	14	Lecture Chapter 10 & 11	<p>Chapter 10 – HCPCS Level II</p> <ul style="list-style-type: none"> <li>• Structure of HCPCS Level II codes</li> <li>• Guidelines for HCPCS Level II coding assignments</li> <li>• Use of HCPCS Level II modifiers Identify the HCPCS Level II modifiers for hospital outpatient services</li> </ul>		Case Study 4.3 Group Project
5/5	15	Review for Final			

### Success Tips for Students

**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 attends every class period, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **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.

**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.

## **AHIMA DOMAINS, SUBTASKS, AND TASKS**

### **Domain I. Data Content, Structure & Standards (Information Governance)**

#### **Subdomain I.A. Classification Systems**

- 1. Apply diagnosis/procedure codes according to current guidelines**
- 2. Evaluate the accuracy of diagnostic and procedural coding**
- 3. Apply diagnostic/procedural groupings**
- 4. Evaluate the accuracy of diagnostic/procedural groupings**

#### **Subdomain I.B. Health Record Content and Documentation**

- 1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status**

#### **Subdomain I.E. Secondary Data Sources**

- 1. Identify and use secondary data sources**

### **Domain III: Informatics. Analytics and Data Use**

#### **Subdomain: III.A**

- 1. Utilize software in the completion of HIM processes**

### **Domain IV. Revenue Management**

#### **Subdomain IV.A. Revenue Cycle and Reimbursement**

- 1. Apply policies and procedures for the use of data required in healthcare reimbursement**
- 2. Evaluate the revenue cycle management processes**

### **Domain V. Compliance**

#### **Subdomain V.B. Coding**

- 1. Analyze current regulations and established guidelines in clinical classification systems**
- 2. Determine accuracy of computer assisted coding assignment and recommend corrective action**

#### **Subdomain V.C. Fraud Surveillance**

- 1. Identify potential abuse or fraudulent trends through data analysis**

#### **Subdomain V.D. Clinical Documentation Improvement**

- 1. Identify discrepancies between supporting documentation and coded data**
- 2. Develop appropriate physician queries to resolve data and coding discrepancies**

#### **Domain VI. Leadership**

##### **Subdomain VI.H. Ethics**

- 1. Comply with ethical standards of practice**