



HITT 2335-001
Coding and Reimbursement Methodologies
Fall 2021
Online

Instructor Information: Dalona Griffin, MS, MBA, RHIA, CCS
dgriffin7@com.edu
(713) 408-6746 (text messages only)

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 by texting me at (713) 408-6746.

Student hours and location: Tuesday, Thursday, Friday 5:00pm – 7:00pm via telephone (713-408-6746)

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.

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

Student Learner Outcomes:

Upon successful completion of this course, students will:

1. Sequence codes according to established guidelines and standards.
2. Apply reimbursement methodologies.

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

- **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills (Oral & Written):** to include effective written and oral communication.
- **Personal Responsibility:** to include the ability to connect choices, actions, and consequences to ethical decision making.

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 19, 2021

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 blackboard 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 blackboard. **Assignment 1 address the following Core Objective: Critical Thinking**

Assignment 2 Due: October 17, 2021

Prospective Payment System: Create a table comparing and contrasting the prospective payment system for inpatient and outpatient reimbursement. Please submit your assignments in the assignment tab on blackboard 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 blackboard.

Assignment 3 (Group Assignment) Due: November 24, 2021

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 occurrence is prevented in the future. Identify potential abuse or fraudulent trends through data analysis of the audit. Please submit your assignments in the assignment tab on blackboard 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 blackboard.

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

Assignment 4 Due: December 8, 2021

Research CAC – Research at least 3 articles regarding Computer Assisted Coding and determine the accuracy of CAC assignment and recommend corrective action. Write a 1-2 page report, double spaced in APA style. Please submit your assignments in the assignment tab on blackboard 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 blackboard.

Discussion assignments (10% of final grade)

The Discussion link is located under course tools on the left hand side or within the learning module. There are ten (10) 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 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 back 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. **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.**

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

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 last 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 **which is based on percentage and not points**: Furthermore, **in order to pass this class, you must obtain “C” 75 or better.**

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

Grading Scale:	
90-100	A
80-89	B
75-79	C
74.99-69	D
68– Below	F

Tentative Course Outline	Class #	Topics/Chapters Covered	Assignments
8/23/2021 – 8/29/2021	1	Chapter 1 - Healthcare Reimbursement and Revenue Cycle Management <ul style="list-style-type: none"> Healthcare delivery in the US Revenue Cycle Management 	Discussion 1 initial post Due 8/26/2021 Response to Discussion 1 Due 8/28/2021 Review Quiz Due – 8/29/2021
8/30/2021 – 9/5/2021	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 9/2/2021 Response to Discussion 2 Due 9/4/2021 Review Quiz Due – 9/5/2021
9/6/2021		LABOR DAY HOLIDAY	
9/7/2021 – 9/12/2021	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 9/9/2021 Response to Discussion 3 Due 9/11/2021 Review Quiz Due – 9/12/2021
9/13/2021 – 9/19/2021	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 9/16/2021 Response to Discussion 4 Due 9/18/2021 Assignment 1 Due 9/19/2021

9/20/2021 – 9/26/2021	5	<p>Chapter 5 – Medicare Hospital Acute Inpatient Services Payment System</p> <ul style="list-style-type: none"> • Basic payment system concepts • Basic Medicare value-based purchasing concepts • Medicare hospital acute inpatient services payment system 	<p>Discussion 5 initial post Due 9/23/2021</p> <p>Response to Discussion 5 Due 9/25/2021</p> <p>Case Study 5.4 Present on admission analysis Due 9/26/2021</p>
9/27/2021 – 10/3/2021	6	<p>Chapter 6 – Medicare Skilled Nursing Facility Services Payment System</p> <ul style="list-style-type: none"> • Patient-driven payment model • Skilled nursing facility services payment system 	<p>Discussion 6 initial post Due 9/30/2021</p> <p>Response to Discussion 6 Due 10/2/2021</p> <p>Review Quiz Due –10/3/2021</p>
10/4/2021 – 10/10/2021	7	<p>Chapter 7 – Medicare Hospital Outpatient Payment System</p> <p>Reimbursement for hospital outpatient services</p>	<p>Discussion 7 initial post Due 10/7/2021</p> <p>Response to Discussion 7 Due 10/9/2021</p> <p>Case Study 4.7 Advance Beneficiary Notice Process Due – 10/10/2021</p>
10/11/2021 – 10/17/2021	8	<p>Chapter 8 – Medicare Physician and Other Health Professional Payment System</p> <ul style="list-style-type: none"> • Structure of payment • Provisions • Quality payment program 	<p>Discussion 8 initial post Due 10/14/2021</p> <p>Response to Discussion 8 Due 10/16/2021</p> <p>Assignment 2 Due 10/17/2021</p>

10/18/2021– 10/24/2021	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 10/21/2021 Response to Discussion 9 Due 10/23/2021 Review Quiz Due –10/24/2021
10/25/2021– 10/31/2021	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 10/28/2021 Response to Discussion 10 Due 10/30/2021 Case Study 4.11 Chargemaster issue Due –10/31/2021
11/1/2021 – 11/7/2021	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 11/4/2021 Response to Discussion 11 Due 11/6/2021 Review Quiz Due –11/7/2021
11/8/2021 – 11/14/2021	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 11/11/2021 Response to Discussion 12 Due 11/13/2021 Review Quiz Due –11/14/2021

11/15/2021 – 11/21/2021	13	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 11/18/2021 Response to Discussion 13 Due 11/20/2021 Review Quiz Due –11/21/2021
11/22/2021 – 11/24/2021	14	Wrap up group assignment	Assignment 3 Due 11/24/2021
11/25/2021 – 11/25/2021		Thanksgiving Holiday	
11/29/2021 – 12/5/2021	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 12/2/2021 Response to Discussion 14 Due 12/4/2021
12/6/2021 – 12/8/2021	16	Course Wrap-up	Assignment 4 Due 12/8/2021

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 logs onto blackboard 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.

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.

Computer Requirements and Technical Skills

Students will need access to the full versions of Microsoft Word, Excel, Power Point and for assignments.

Students will need basic computer skills to access course materials including the ability to send and receive e-mails with attachments, create and submit files using Microsoft word, Excel and Power point, use cut and paste functions download and install software. Students should also know how to complete internet searches.

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. <http://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.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for this session is November 19, 2021.

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.

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

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 [insert name and title of direct supervisor] at [phone number/email address].

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	Assignment 2
	Critical Thinking	Assignment 2
	Communication Skills: Written	Assignment 1

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 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 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 that is 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 setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

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. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).

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 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