



**HITT -1341 – 001IN
Coding and Classification System**

**Spring 2021
ONLINE**

Instructor Information

Instructor: Dalona Griffin, MS, MBA, RHIA, CCS

Email Address: dgriffin7@com.edu

Office hours and location: By Appointment, Special arrangements can be made to meet before or after scheduled class time if needed; TVB – 1412.

Communication Policy: The best way to reach me is either through email dgriffin7@com.edu and/or through the mail in Blackboard. 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 calling (713) 408-6746 (Cell) or texting me.**

Course Information

Required Textbook:

Basic ICD-10-CM and ICD-10-PCS Coding 2020; Publisher: AHIMA; ISBN:
9781584267447

ICD-10-CM International Classification of Diseases 2021, Clinical Modification;
Publisher: PMIC; ISBN: 9781939852786

ICD-10-PCS International Classification of Diseases 2021, Publisher: PMIC; ISBN:
9781946868220

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: 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.

Student Learner Outcomes:

1. The student will be able to apply nomenclatures and classification systems
2. The student will be able to assign codes.

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 Scans Competency	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

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 26, 2021. 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 1st 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:

Chapter reviews (25% of final grade)

Chapter reviews consist of multiple choice questions. The number of questions varies from chapter to chapter.

Four (4) Exams (10% for each exam)

Final Exam (25% of final grade)

The final exam is comprehensive.

Attendance/class participation (10% 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.**

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

Course outline – Tentative

Date	Week #	Topics/Chapters Covered	Assigned Reading	Homework (Turn in Review on Sunday following chapter review in class)	Activities
01/19/2021 – 01/24/2021	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 01/24/2021	Complete introduction discussion
01/25/2021 – 01/31/2021	2	Chapter 2	Chapter 2 – Procedures	Chapter 2 Review Exercises due 01/31/2021	

			<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 • Coding open, endoscopic, completed, canceled, incomplete, or failed procedures • Selection of principal and secondary procedure codes 		
02/01/2021 – 02/07/2021	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 	<p>Chapter 3 Review Exercises due 02/07/2021</p> <p>Chapter 4 Review Exercises due 02/07/2021</p>	

			<ul style="list-style-type: none"> • Common diseases such as tuberculosis and septicemia • Coding of late effects of infectious and parasitic diseases • Differentiating between HIV infection, HIV disease and AIDS for coding purposes 		
02/08/2021 – 02/14/2021	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 02/14/2021	Test 1 Chapters 1-4 Due date TBD
02/15/2021 – 02/21/2021	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 	<p>Chapter 6 Review Exercises due 02/21/2021</p> <p>Chapter 7 Review Exercises due 02/21/2021</p>	

			<p>diabetes, including the secondary complications of diabetes</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: • Anemias • Coagulation disorders • Purpura and other hemorrhagic conditions • Diseases of the WBC • Other blood and blood-forming organ diseases 		
02/22/2021 – 02/28/2021	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 	<p>Chapter 8 Review Exercises due 02/28/2021</p> <p>Chapter 9 Review Exercises due 02/28/2021</p>	

			<p>disorders that exist in the same patient</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>		
03/01/2021 – 03/07/2021	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 • Pneumonia, influenza, 	<p>Chapter 10 Review Exercises due 03/07/2021</p> <p>Chapter 11 Review Exercises due 03/07/2021</p>	Test 2 Chapters 5-9 Date TBD

			chronic obstructive pulmonary diseases Respiratory failure and respiratory procedures		
03/08/2021 – 03/14/2021	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 03/14/2021 Chapter 13 Review Exercises due 03/14/2021	
03/15/2021 – 03/21/2021			SPRING BREAK		
03/22/2021 – 03/28/2021	9	Chapters 14 & 15	Chapter 14 – Complications of	Chapter 14 Review Exercises due 03/28/2021	

			<p>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 <p>Chronic ulcers of skin, urticaria, and other disorders</p>	<p>Chapter 15 Review Exercises due 03/28/2021</p>	
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03/29/2021 – 4/1/2021	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 present since birth • Coding for newborns and neonatal conditions 	Chapter 16 Review Exercises due 04/01/2021 Chapter 17 Review Exercises due 04/01/2021	Test 3 Chapters 10-15 date TBD
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04/02/2021 – 04/04/2021			SPRING HOLIDAY		
04/05/2021 – 04/11/2021	11	Chapter 18	Chapter 18 – Symptoms, Signs, and Ill-Defined Conditions <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 Determining the appropriate coding of signs and symptoms according to coding rules and the outpatient coding guidelines	Chapter 18 Review Exercises due 04/11/2021	
04/12/2021 – 04/18/2021	12	Chapters 19 & 20	Chapter 19 – Injury and Poisoning I <ul style="list-style-type: none"> • Traumatic Injuries • Conditions coded to the range of ICD- 	Chapter 19 Review Exercises due 04/18/2021 Chapter 20 Review Exercises due 04/18/2021	

			9_CM codes from 800 to 959 Chapter 20 – Injury and Poisoning II <ul style="list-style-type: none"> • Poisoning and adverse effects of drugs Complications or surgical or medical care, Not classified elsewhere 		
04/19/2021 – 04/25/2021	13	Chapters 21 & 22	Chapter 21 – Supplementary Classifications – E codes <ul style="list-style-type: none"> • External cause of injury and poisoning code (E800 – E999) • Guidelines for coding external causes of injury Chapter 22 – Late Effects <ul style="list-style-type: none"> • Coding the residual conditions that remains after the acute phase of an injury or illness has ended, including the cause of the residual condition known as the late effect • Using the Alphabetic 	Chapter 21 Review Exercises due 04/25/2021 Chapter 22 Review Exercises due 04/25/2021	Test 4 Chapters 16-20 date TBD

			Index to Diseases correctly to identify both conditions		
04/26/2021 – 05/02/2021	14	Chapter 23	Chapter 23 – Supplementary Classification – V Codes <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 05/02/2021	
05/03/2021 – 05/09/2021	15	Review			
05/10/2021 – 05/13/2021	16	Final Exam			Final Exam due 05/13/2021

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 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 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**

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.