HITT 1341.001IN
Coding and Classification System
Spring 2024
ONLINE-Thursdays at 7pm

Instructor Information: Tori Collins, RHIA, CCS   toshabee@hotmail.com

Student hours and location: By Appointment

Required Textbook/Materials:

Basic ICD-10-CM and ICD-10-PCS Coding 2024; Publisher: AHIMA; ISBN: 9781584268390

ICD-10-CM International Classification of Diseases 2024, Clinical Modification; Publisher: AHIMA

ICD-10-PCS International Classification of Diseases 2024, Publisher: 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 Pre and Co-requisites: Pre-requisites; HITT - 1305 Medical Terminology and BIOL – 2401 Anatomy and Physiology. Co-requisites; HITT – 2330 Pathophysiology/Pharmacology

Notice to Students Regarding Licensing
Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requireseducation 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) priorto 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 acriminal 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:

Four exams (10% each)

24 Chapter Review Assignments (25%)

Final Exam (25%) The final exam is comprehensive.

Attendance/Participation (10%)

Grading Formula:

Your semester grade will be comprised of the following components and graded per the followinggrading scale: Furthermore**, to pass this class, you must obtain 75 (C) or better**.

Four (4) exams (10%) each	40%
24 Chapter Review Assignments	25%
Final Exam-Comprehensive	25%
Attendance/Participation	10%
Total	100%

Grading Scale:
- 90 – 100   A
- 80 – 89   B
- 75 – 79   C
- 70 – 74   D
- 69 – Below   F

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

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.

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

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)

Student Learner Outcomes:

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

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 Carrier, Department Chair at 409-933-8414 or at kcarrier3@com.edu

Course outline:

Date	Week #	Topics Covered/Assigned Reading	Assignments	Lab Assignments	
01/16/2024 – 01/21/2024	1	**Introduction Review of Syllabus and Lesson Plan** **Chapter 1 – Characteristics of ICD-10-CM** • **Characteristics of ICD-10-CM** • **Basic Steps in ICD-10-CM**	**Chapter 1 Review Exercises** **Chapter 2 Review Exercises** **Due 1/21**	**Complete introduction discussion** **Due 1/21**	

		Chapter 2 – Procedures • **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**		
01/22/2024 – 01/28/2024	**2**	**Chapter 3 – Introduction to the PPS and UHDDS** • **UHDDS** • **Uniform Bill-04 (UB-04)** • **Selection of Principal Dx** • **Reporting other or additional DX** • **PPS** • **QIO's** • **RACs** • **Coding for Medical Necessity** **Chapter 5 – Neoplasms**	**Chapter 3 Review Exercises** **Chapter 5 Review Exercises** **Due 1/28**	

		• **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**	
1/29/2024–02/04/2024	**3**	**Chapter 14 – Diseases of the Digestive System** • **Disorders of the upper and lower GI** • **Infections of the GI tract** • **Other diseases of the GI tract, including hernia and ulcer** **Chapter 7 – Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders** • **Diseases of the endocrine glands, nutritional disorders, and metabolic and immunity disorders**	**Chapter 14 Review Exercises** **Chapter 7 Review Exercises** **Due 2/4**	

		• **Classifications of all types of diabetes, including the secondary complications of diabetes** • **Coding of metabolic disorders**		
02/05/2024 – 02/11/2024	4	**Chapter 4 – Infectious and Parasitic Disease** • **Coding of communicable, infectious and parasitic diseases** • **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** **Chapter 6 – Disease of the Blood and Blood-Forming Organs** • **Classification of the various type of diseases of blood and blood-forming organs including:** • **Anemias** • **Coagulation disorders**	**Chapter 4 Review Exercises** **Chapter 6 Review Exercises** **Due 2/11**	**Test 1 Weeks 1-3** **Due 2/11**

		• **Purpura and other hemorrhagic conditions** • **Diseases of the WBC** **Other blood and blood-forming organ diseases**		
02/12/2024 – 02/18/2024	5	**Chapter 16 – Diseases of the Musculoskeletal System and Connective Tissue** • **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 16 Review Exercises** **Due 2/18**	

| 02/19/2024–02/25/2024 | 6 | **Chapter 8 – Mental Disorders**

• **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**
• **The distinction between substance abuse and substance dependence and the correct coding of these conditions**
• **Classification of mental retardation diagnoses**

Chapter 9 – Diseases of the Nervous System and Sense Organs
• **Differentiate the coding of hemiplegia and hemiparesis**
• **Distinguish the coding of epilepsy, seizures, and convulsions** | **Chapter 8 Review Exercises**

Chapter 9 Review Exercises 2

Due 2/25 | |

		• Different types of headaches		
02/26/2024 – 03/03/2024	7	**Chapter 21 – Symptoms, Signs, and abnormal Clinical and Laboratory finding, NEC** • **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 10 – Diseases of the Eye and Adnexa**	**Chapter 21 Review Exercises** **Chapter 10 Review Exercises** **Chapter 11 Review Exercises** **Due 3/3**	

		• **Describe the organization of the condition** • **Identify and describe the various types of eye disorders** • **How does glaucoma stage relates to the coding of glaucoma** **Chapter – 11 Diseases of the Ear and Mastoid** • **Describe the organization of the conditions and codes** • **Identify and describe the various types of ear infections** • **Identify and describe the various types of hearing loss**		
03/04/2024 – 03/10/2024	**8**			**Test 2 Due 3/10**
03/11/2024 – 03/17/2024	**9**	**SPRING BREAK**		
03/18/2024 – 3/24/2024	**10**	**Chapter 18 – Complications of Pregnancy, Childbirth and the Puerperium** • **Ectopic and molar pregnancy**	**Chapter 18 Review Exercises** **Chapter 19 Review Exercises** **Chapter 15 Review Exercises**	

		Pregnancy with abortive outcome **Complications related to pregnancy, labor and deliver** **Complications of the puerperium** **Chapter 19 – Certain Conditions Originating in the Perinatal Period** **Define the newborn and perinatal period** **Newborn Affected by Maternal Factors and by Complications of Pregnancy** **Disorders of Newborn** **Respiratory and Cardiovascular Discorders** **Chapter 15 – Diseases of the Skin and Subcutaneous Tissue** **Infections of the skin and subcutaneous tissue** **Other inflammatory conditions of**	**Due 3/24**	

		the skin and subcutaneous tissue • **Other diseases of skin, nails, hair follicles, sweat glands and sebaceous glands** • **Chronic ulcers of skin, urticaria, and other disorders**		
03/25/2024 – 3/31/2024	**11**	**Chapter 12 – Diseases of the Circulatory system** • **Common conditions of the heart and circulatory system** • **Diseases of the cerebrovascular system** • **Diseases of arteries, veins and lymphatic structure** **Chapter 13 – Diseases of the Respiratory System** • **Acute respiratory and other upper respiratory tract infections and diseases**	**Chapter 12 Review Exercise** **Chapter 13 Review Exercise** **Due 3/31**	

		· **Pneumonia, influenza, chronic obstructive pulmonary diseases** · **Respiratory failure and respiratory procedures**		
04/1/2024 – 04/7/2024	**12**	**Chapter 20 - Congenital Malformations, Deformations and Chromosomal Abnormalities** · **Congenital anomalies or conditions present since birth** · **Coding for newborns and neonatal conditions**	**Chapter 20 Review Exercises** **Due 4/7**	**Test 3- Due 4/7/2024**
4/8/2024 – 04/14/2024	**13**	**Chapter 14 – Diseases of the Digestive System** · **Disorders of the upper and lower GI** · **Infections of the GI tract** · **Other diseases of the GI tract, including hernia and ulcer**	**Chapter 14 Review Exercises** **Chapter 17 Review Exercises** **Due 4/14**	

		Chapter 17 – Diseases of the Genitourinary System • **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**		
04/15/2024 – 04/21/2024	14	**Chapter 22 A – Injury** • **Traumatic Injuries** **Chapter 22 B – Poisoning and Certain other Consequences of External** • **Poisoning and adverse effects of drugs Complications or surgical or medical care, Not classified elsewhere**	**Chapter 22 A Review Exercises** **Chapter 22 B Review Exercises** **Due 4/21**	
04/22/2024 – 4/28/2024	15	**Chapter 23 – External Causes of Morbidity** • **External cause of injury and poisoning code (V00 -V99)**	**Chapter 23 Review Exercises** **Chapter 24 Review Exercises** **Due 4/28**	

		Chapter 24 – Factors Influencing Health Status and Contact with Health Service (Z00-Z99)		
04/29/2024 – 05/05/2024	16			Test 4 Due 5/5
05/06/2024 – 05/12/2024	17			Final Exam Due 5/12

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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located 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 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.

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 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 instruct

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 online as well as all activities with this course. Professional behavior includes:
• **Attendance** – Students are expected to log into 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.

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.