

Name of Department	Health Sciences
Semester:	Fall 2018
Instructor Name: Office Location Office Hours	Roseanna McGinn B117 Optional Lab hours B117 4 pm to 8pm Skype available Tuesdays 5-7pm or By appointment only via Skype, telephone or text
E-mail Telephone Location	rmcginn@unm.edu text first please 5058035373 online
HCHT 215 Syllabus	
Title of Course:	Advanced Medical Coding
Course Number	215
Course Description	Covers format of CPT, ICD 10 CM, ICD 10 PCS, HCPCS level II. Included are instructions for coding guidelines, descriptions and definitions of symbols, correct usage of modifiers, overview of appendices in CPT, ICD 10 CM, ICD 10 PCS, HCPCS level II manual, and guidelines for using the indexes. Use of encoder software is included
Credit Hours and Contact Hours	2 credit hours, 32 contact hours
Pre-requisites/co-requisites	HCT 211
CAHIIM and AHIMA requirements	Below are the 2014 CAHIIM Competencies for Associates HIT Programs. By the end of this course, the student should be able to: <p style="margin-left: 40px;">Meet the requirements for CAHIIM domains.</p> <p>In this class we will cover domains 1, 3, and 5</p> <p>Domain I is titled Data content, structure and standards this is a domain including:</p> <ol style="list-style-type: none"> 1. classification systems, 2. health record content and documentation, <p>Domain III is titled informatics, analytics and data use this is a domain including:</p> <ol style="list-style-type: none"> 3. health information technologies 4. information management strategic planning 5. analytics and decision support 6. health care statistics 7. research methods 8. consumer informatics 9. health information exchange 10. information integrity and data quality

	<p>Domain V is titled compliance this is a domain including:</p> <ol style="list-style-type: none"> 1. regulatory 2. coding 3. fraud surveillance 4. clinical documentation improvement
<p>Learning Objectives and Outcomes</p>	<ol style="list-style-type: none"> 1. Apply diagnosis/procedure codes according to current guidelines 2. Evaluate the accuracy of diagnostic and procedural coding 3. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status 4. Verify the documentation in the health record is timely, complete, and accurate 5. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare 6. Adhere to the legal and regulatory requirements related to the health information management 7. Explain career opportunities 8. Be able to describe the physician query process for an outpatient basis 9. Analyze current regulations and established guidelines in clinical classification systems. 10. Determine accuracy of computer assisted coding assignment and recommend corrective action. 11. Identify potential abuse or fraudulent trends through data analysis. Identify discrepancies between supporting documentation and coded data. 12. Development and collaboration with appropriate physician queries to resolve data and coding discrepancies.

Attendance:

Weekly online attendance, participation and submission of work assignments is required. If you don't log in and do any of these, then you're considered absent for the week, and will be marked as such. There are attendance points you can accrue. The instructor reserves the right to drop students with excessive absences (more than 1 class absences, or 3 missed weekly assignments of online work).

Missed Class/Submission of Late Work – Students are expected to contact the Instructor via email in a timely manner to advise if they will be unable to attend class, or unable to submit their weekly assignment. Students are responsible for all work to have any chance of passing the course even when a zero grade is earned. All students must have a UNM net ID and UNM email all other email addresses used will be ignored.

Student Code of Conduct:

Neither dishonesty nor any unruly behavior will be tolerated in the classroom or online environment i.e. online classroom; such actions at the instructors discretion can lead to being dropped from the course or the earning of an F. According to our Student Code of Conduct found on page 121 of the 2014–2016 UNM-Catalog:

“Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments:

claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.”

All Assignments unless otherwise specified must adhere to APA format and citation guidelines.

Academic Dishonesty and Plagiarism Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>

“Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.”

Title IX:

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg.15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

Students with Disabilities:

If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner.

In keeping with University of New Mexico policy (UNIVERSITY BUSINESS POLICIES AND PROCEDURES MANUAL: “**POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**”) and defined sections: **Section 504** of the Rehabilitation Act of 1973, **Section 508:** The Rehabilitation Act Amendments of 1998, **ADA:** The Americans with Disabilities Act of 1990, and the **ADAA:** The American with Disabilities Act Amendments of 2008 - of providing equal access to individuals with disabilities, instructors are strongly encouraged to include a statement on their syllabus informing students that academic accommodations can be provided on the basis of disability if the student follows the protocol described. The following statement contains all of the elements that should be present. Instructors may want to make changes based on style preference or particular course content. It is strongly recommended that you also read this statement to the students at the start of each semester when reviewing course policies.

“In keeping with the university’s policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with Roseanna McGinn privately.

All conversations will be kept confidential (between student and instructor). Students requesting any accommodations will also need to contact:

STUDENT SERVICES – CAREER & ACCESSIBILITY RESOURCE CENTER (ARC)
By Appointment Only

Mary Lou Mraz, MEd, LMSW
UNM Student Success Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mloumraz@unm.edu

FOR message:
Roy Phillips, Administrative Assistant
Phone: (505)863-7757
Advisement Counter
Location: Gurley Hall 2205

ARC will conduct an intake and, if appropriate, will provide an approved academic accommodation notification letter for you to bring to and email to Roseanna McGinn. At that point, I will review the letter with you and discuss these accommodations in relation to this course.”

Online Discussion Boards

Terms of use

No foul language

Professional language and atmosphere is to be maintained at all times

Cite information when necessary in APA 6th edition format

No inappropriate pictures

No inappropriate web links

At my discretion discussions that are not appropriate can be terminated from the discussion board and have other disciplinary action taken as determined by me the program director.

Course Outline

Teaching Methods (Online Lecture, Online Labs, 100% On-Line Components)

Evaluation/Grading Methods (*Attach Rubric if available*)

- 1) 4 Quizzes 25 pts each = 100 Points
- 2) Exams 1 and 2 50pts = 100 Points
- 3) Final Examination = 400 Points
- 4) Vlab Project 2 at 300 pts = 600 points
- 5) Two research papers assigned 50 pts x 2 = 100 points – on Encoder Resources
- 6) MindTap 1115 pts (over the entire term)
- 7) Group project 85 pts
- 8) 4 Mandatory virtual meetings 100 points each for a total of 400 points Available Tuesdays from 330PM to 8PM

TOTAL POINTS – 2800 POINTS

Required Text(s) & Supporting Materials

TEXTBOOKS: Required Cengage Unlimited active Subscription to access: Green, Michelle 3-2-1- Code It with MindTap Medical Insurance & Coding for 3-2-1 Code It! 24 Months, Cengage

Required Hard copy Coding Manuals Bundle, ICD 10 PCS 2017 or newer preferred, ICD-10 CM 2017 or newer preferred, 2017 HCPCS PROF, 2017 CPT PROF (AMA), Students will have received these in HCHT 211 Cengage ISBN 9780357005828
 Preferred but optional or extra credit Hard copy Dental Coding ISBN 9781622543274

Required AHIMA VLab academy current subscription access

All Assignments unless otherwise specified must adhere to APA 6th edition format and citation guidelines.

Vlabs unless specifically stated do not need to be in APA 6th edition format.

Participation is based on Submitting of Assignments each week if you do not submit for 2 weeks without contacting me I will drop you no exceptions –

Quizzes, exams, and Final will be timed.

Grading Scale:

GRADING SCALE:

A+	97% or greater
A	93% to 96%
A-	90% to 92%
B+	87% to 89%
B	83% to 86%
B-	80% to 82%
C+	77% to 79%
C	73% to 76%

Anything lower than a C is a failing grade in HIT department and will not be broken down past the C- value in this table.

C- or below 69.9% to 0% failing grade

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

Unit (each Unit equals about two weeks in the class)	CHAPTER and/or Content of 3-2-1 Textbook	ACTIVITY/HOMEWORK	Homework, Assignments, Quizzes, Tests All due every Sunday at 11:59pm
Unit 1	Chapter 4 in 3-2-1 code it	Research paper 1 and 2 assigned due Units 7 and 8. Research paper 1 Development and collaboration with appropriate physician queries to resolve data and coding discrepancies. Research paper 2 Identify potential abuse or	Chapter 4 Mindtap work due

		fraudulent trends through data analysis. Identify discrepancies between supporting documentation and coded data.	
Unit 2	Chapter 5 in 3-2-1 code it	Vlab assignment 1	Chapter 5 Mindtap work due Vote for week 3 and 4 virtual meet up phone conference call day and time due Saturday at 1030am. Quiz 1 due (Syllabus Quiz)
Unit 3		Week 3 virtual meet up phone conference call REQUIRED Group project assigned	Quiz 2 due
Unit 4		Week 4 virtual meet up phone conference call REQUIRED Vlab assignment 1 due Vlab assignment 2 assigned Dental Coding extra credit Assigned	Vote for week 6 and 7 virtual meet up phone conference call day and time due Saturday at 1030am. Quiz 3 due Vlab assignment 1 due
Unit 5	Chapter 8 in 3-2-1 code it	Group project due	Chapter 8 Mindtap work due Quiz 4 due Group project due
Unit 6	Chapter 9 in 3-2-1 code it	Week 6 virtual meet up phone conference call REQUIRED Vlab assignment 2 due	Chapter 9 Mindtap work due Exam 1 Vlab assignment 2 due
Unit 7	Review	All chapters and quizzes Catch up! Week 7 virtual meet up phone conference call REQUIRED Any missed conference calls require make up during week 8 email instructor to find out the schedule for makeup virtual meetings.	Research Paper 1 due Week 13 on Wednesday at 11:59pm Exam 2 (final review) Dental extra credit due
Unit 8	Review and Final	All chapters and quizzes Catch up! Make up virtual meet up phone conference calls available this week only.	Final due the Saturday of week 16 at 11:59pm Research Paper 2

			due Wednesday week 8 at 11:59pm Certify All MindTap is completed with a word document submitted to blackboard Week 8 on Friday by 11:59pm
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