



<b>Name of Department:</b>	HEALTH INFORMATION TECHNOLOGY
Instructor Name: Office Location Office Hours	Roseanna McGinn, RHIT OPTIONAL LAB TIME THURSDAYS FROM 3-445 B105 ALSO By appointment (face to face, phone or online)
E-mail Telephone Class Meeting Days/Times Location	<a href="mailto:rmcginn@unm.edu">rmcginn@unm.edu</a> text only 505-803-5373 Online for 16 weeks Delivered Online through learn.unm.edu
<b>Syllabus 211— Basic Coding</b>	
Title of Course:	BASIC CODING
Course Number	HCHT 211
Course Description	<b>Course Description</b> Learning the coding nomenclature and coding conventions for the CPT, ICD-10-CM, ICD-10-PCS and Level II (HCPCS) coding systems and then applying the coding conventions and guidelines to code patient diagnoses, outpatient services, and medical supplies and pharmaceuticals. In addition, a variety of payment systems are presented—APC and OPSS. The medical topics of Medicare fraud/abuse are also reviewed.
Credit Hours and Contact Hours	4.0
Pre-requisites/co-requisites	HCHC 113, HCHS 111
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: Meet the requirements for CAHIIM domains. In this class we will cover domains 1, 3, and 5 Domain I is titled Data content, structure and standards this is a domain including: 1. classification systems, 2. health record content and documentation, Domain III is titled informatics, analytics and data use this is a domain including: 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 Domain V is titled compliance this is a domain including: 1. regulatory 2. coding 3. fraud surveillance 4. clinical documentation improvement
Learning Objectives and Outcomes	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

**Method of Instruction:**

On-line learning  
 Writing across the curriculum.  
 Text book use and research  
 Virtual Laboratory activities

TEXTBOOKS: Green, Michelle 3-2-1- Code It 4e Bundle, MindTap Medical Insurance & Coding for 3-2-1 Code It! 24 Months, Cengage, ISBN-10: 1337566845

2017 HCPCS PROF, 2017 CPT PROF (AMA), HCPCS Level II 2017, ICD 10 CM 2017, ICD 10 PCS 2017

Any of these books will work, as long as they are 2017 or higher PREFER 2018. CPT code book from any publisher and HCPCS code book for 2016 or newer.

**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 unruly behavior will be tolerated in the classroom; such actions will lead to being dropped from the course. According to our Student Code of Conduct found on page 121 of the 2014–2016 UNM-Valencia 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.”

**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.

**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](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

### Course Outline

Week	Chapter/Content	Assignment	Homework Due Sunday at 11:59pm of the Following Week
1	Chpt 1 Coding Overview; Documentation; Health Data Collection Chapt 2 Overview of ICD-10	Online homework	MindTap Chapters 1 and 2
2	Chapt 1 Comput Asst Coding Chapt 2 – Overview – Index, Tabular, Tables, Guidelines, ICD-9 Legacy Systems Chapt 3-Coding Conventions	Online homework	TBD – 100 pts
3	Chapt 3 – Coding Conventions	Online homework	TBD – 100 pts MindTap Chapter 3
4	Chapt 4- ICD-10 Coding Guidelines, - Coding with Guidelines	Online homework Quiz – 100 pts.	TBD – 100 pts MindTap Chapter 4
5	Chapt 4 – Continued – Coding with Guidelines	Online homework Quiz – 100 pts	TBD – 100 pts
6	Chapt 6 – ICD-10 CM Outpatient/ Physician Coding, Hospital Based Coding, Coding Guidelines for Diagnostic Tests	Online homework Quiz – 100 pts  Mid term 200	TBD – 100 pts MindTap Chapter 6
7	Chapt 6 – Application of Coding Scenarios Outpatient, Physician, Diagnostic Tests, Medical Necessity – all with ICD-10	Online homework Quiz – 100 pts	TBD – 100 pts
8	Chapt 6 – continued - Application of Coding Scenarios Outpatient, Physician, Diagnostic Tests, Medical Necessity – all with ICD-10	Online homework Quiz – 150 pts	TBD – 100 pts
9	Chapt 7 – HCPCS Coding – Overview and Coding, Determining Payer Responsibility	Online homework Quiz – 150 pts	TBD – 100 pts MindTap Chapter 7
10	Chapt 8 – Intro to CPT Coding, Organization, Index, Conventions of CPT Codebooks	Online homework Quiz – 150 pts	TBD – 100 pts MindTap Chapter 8
11	Chapt 8 – Cont CPT Coding Conventions, Modifiers, NCCI Chapt 9 – CPT Evaluation and Management Coding - - Overview, E/M Guidelines, E/M Levels	Online homework Quiz – 150 pts	TBD – 100 pts
12	Chapt 9- Cont'd CPT E/M Coding Categories	Quiz – 150pts	TBD – 100 pts MindTap Chapter 9
13	Chapt 10 – CPT Anesthesia – Terminology, Overview, Guidelines	Online homework Quiz – 150 pts	TBD – 100 pts MindTap

			Chapter10
14	Chapt 11 – CPT Surgery I – Overview, Guidelines, Integumentary System	Online homework Quiz – 150 pts	TBD – – 100 pts MindTap Chapter 11
15			
16 FINAL	Cumulative final –400 points		
	Quizzes = 1450 HWs = 1300 100 Possible Attendance Points Mid Term 200 Final 400 MindTap 1265		
	Total points possible = 4715 points		

**Evaluation/Grading Methods** - Total points are established from the combination of Quizzes, Homework, Video Summaries, Final Exam, and Attendance Grade. There is no mid-term in this class, and Weekly Quizzes cover material learned during the previous week, or can be cumulative at the discretion of the instructor, with advance notice to students.

- A+ 97% or greater
- A 93% - 96 %
- A- 90% - 92%
- B+ 87% - 89%
- B 83% - 86%
- B- 80% - 82%
- C+ 77% - 79%
- C 73% - 76%
- C- 70% - 72%

Grades of C- and below are FAILING in HIT Department