



<b>Name of Department:</b>	HEALTH INFORMATION TECHNOLOGY
Instructor Name: Office Location  Office Hours  E-mail Telephone Class Meeting Days/Times Location	Roseanna McGinn, RHIT Health Careers building 122 (behind Rae Ann’s desk on the right) By appointment (face to face, phone or online). Skype office hours  <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 OPPS. 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: <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 style="margin-left: 40px;">Domain I. Data Content, Structure &amp; Standards</p> <p style="margin-left: 40px;">Subdomain I.A. Classification Systems</p> <p style="margin-left: 40px;">1. Apply diagnosis/procedure codes according to current guidelines</p> <p style="margin-left: 40px;">* Principles of Nomenclatures, Terminologies, Clinical</p>

Vocabularies, Taxonomies & other data sets (OASIS, HEDIS, UHDDS, & DEEDS), and applications of Classification Systems (ICD/CPT, HCPCS, SNOMED, & DSM)

2. Evaluate the accuracy of diagnostic and procedural coding

\* Principles and applications of Classification Systems and Audits

3. Apply diagnostic/procedural groupings

\* Principles and applications of diagnostic and procedural grouping including Diagnostic Related Group (DRG), Medicare Severity Diagnosis Related Group (MSDRG), Ambulatory Payment Class (APC), and Resource Utilization Groups (RUGS)

4. Evaluate the accuracy of diagnostic/procedural groupings

\* Principles and applications of diagnostic and procedural groupings and audits

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

\* Content and documentation requirements of the health record; health information media (paper, computer, web-based document imaging)

2. Verify the documentation in the health record is timely, complete, and accurate

\* Documentation requirements of the health record for all record types including acute, ambulatory, long term care, rehab, and behavioral health

3. Identify a complete health record according to organizational policies, external regulations, and standards

\* Medical staff By-laws, The Joint Commission, and State Statutes, and Legal Health Record

4. Differentiate the roles and responsibilities of various providers and disciplines to support documentation

requirements throughout the continuum of healthcare

\* Roles and responsibilities of health care providers for health information documentation

\* Administrative (patient registration, Admission/Discharge/Transfer (ADT), billing) and Clinical (lab, radiology, pharmacy) services

Domain III. Informatics, Analytics and Data Use

#### Subdomain III.C. Analytics and Decision Support

1. Explain analytics and decision support

\* Analytics and decision support (data visualization, dashboard, data capture tools, and technologies)

2. Apply report generation technologies to facilitate decision-making

\* Organizational design and strategic use of patient and performance data to support specific lines of business in healthcare including Outpatient Prospective Payment System (OPPS), Inpatient Prospective Payment System (IPPS), and medical research

#### Subdomain III.H. Information Integrity and Data Quality

1. Apply policies and procedures to ensure the accuracy and integrity of health data both internal and external to the health system

\* Disease management process; Quality assessment & improvement (process, collection tools, data analysis, and reporting techniques)

Domain V. Compliance

#### Subdomain V.A. Regulatory

1. Analyze policies and procedures to ensure organizational compliance with regulations and standards

\* Internal and external standards, regulations, and initiatives; Health Insurance Portability and Accountability Act (HIPAA), The Joint Commission, Quality Integrity Organizations (QIOs), Meaningful Use (MU), risk management, & patient safety

2. Collaborate with staff in preparing the organization for accreditation, licensure, and/or certification

\* Deeming Authorities for accreditation, licensure, and certification (EHRs)

3. Adhere to the legal and regulatory requirements related to health information management

\* Legislative and regulatory processes (coding quality monitoring, compliance strategies, and reporting)

#### Subdomain V.B. Coding

1. Analyze current regulations and established guidelines in clinical classification systems

\* Severity of illness systems such as Present on Admission (POA), Hospital Acquired Conditions (HACs)

2. Determine accuracy of computer assisted coding assignment and recommend corrective action

\* Coding specialty systems; Computer-Assisted Coding (CAC) technology

#### Subdomain V.C. Fraud Surveillance

1. Identify potential abuse or fraudulent trends through data analysis

\* False Claims Act, (Stark Law, Anti-Kickback Statute, and Whistleblower Protection Act); Role of Office of Inspector General (OIG) and Recovery Audit Contractors (RACs); Unbundling and upcoding (Fraud/Abuse)

#### Subdomain V.D. Clinical Documentation Improvement

1. Identify discrepancies between supporting documentation and coded data

\*Clinical outcome measures and monitoring

2. Develop appropriate physician queries to resolve data and coding discrepancies

\* Clinical Documentation Improvement (CDI); Professional communication skills; Roles of Physicians and HIM in CDI

Domain VI. Leadership

Subdomain VI.A. Leadership Roles

1. Summarize health information related leadership roles

\* Healthcare providers including administration, CIO/CMIO, and others

2. Apply the fundamentals of team leadership

\* Team leadership concepts and techniques

3. Organize and facilitate meetings

\* Roles and functions of teams and committees (work in teams/committees & consensus building); Communication, interpersonal, and critical thinking skills

Subdomain VI.D. Human Resources Management

1. Report staffing levels and productivity standards for health information functions

\* Staffing levels and productivity standards (productivity calculations)

3. Adhere to work plans, policies, procedures, and resource requisitions in relation to job functions

\* HR structure and operations

Subdomain VI.F. Strategic and Organizational Management

1. Summarize a collection methodology for data to guide strategic and organizational management

\* Internal and external workflow, process monitors, outcomes measures, and monitoring; Resource allocation,

corporate compliance and patient safety, risk assessment, and customer satisfaction

2. Understand the importance of healthcare policy-making as it relates to the healthcare delivery system

\* State, local, and federal policies (Healthy People 2020, Institute of Medicine (IOM) Reports, Center for Disease Control (CDC), and Patient Centered Outcomes Research Institute (PCORI)

3. Describe the differing types of organizations, services, and personnel and their interrelationships across the health care delivery system

\* Payers/providers in all delivery settings; Accountable Care Organizations (ACOs) and Managed Care Organizations (MCOs); Medical devices and Biotech

4. Apply information and data strategies in support of information governance initiatives

\* Information and data strategy methods & techniques

5. Utilize enterprise-wide information assets in support of organizational strategies and objectives

\* Governance Standards; Data/information visualization, models, and presentation

Subdomain VI.H. Ethics

1. Comply with ethical standards of practice

\* Professional and practice-related ethical issues; AHIMA Code of Ethics

2. Evaluate the consequences of a breach of healthcare ethics

\* Breach of healthcare ethics

3. Assess how cultural issues affect health, healthcare quality, cost, and HIM

\* Healthcare professionals and cultural diversity; Cultural competence and self-awareness; Assumptions, biases, & stereotypes

Learning Objectives and Outcomes	<ol style="list-style-type: none"> <li>1. Apply diagnosis/procedure codes according to current guidelines</li> <li>2. Evaluate the accuracy of diagnostic and procedural coding</li> <li>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</li> <li>4. Verify the documentation in the health record is timely, complete, and accurate</li> <li>5. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare</li> <li>6. Adhere to the legal and regulatory requirements related to the health information management</li> <li>7. Explain career opportunities</li> <li>8. Be able to describe the physician query process for an outpatient basis</li> </ol>
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**Method of Instruction:**

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

TEXTBOOKS: Access through **Cengage Unlimited** subscription Required Green, Michelle 3-2-1- Code It 4<sup>th</sup> edition, MindTap Medical Insurance & Coding for 3-2-1 Code It!, Cengage

Code book Bundle

Required Hard copy Coding Manuals Bundle, ICD 10 PCS 2018 or newer preferred, ICD-10 CM 2018 or newer preferred, 2018 HCPCS PROF, 2018 CPT PROF (AMA) Optum code book brand, Students will have to purchase these from the publisher Cengage ISBN **9780357005828** stocked in the book store at UNM Gallup and UNM Valencia.

Required Hard copy Dental Coding 2018 ISBN **9781622543274**

Required AHIMA VLab academy current subscription access

**All Assignments unless otherwise specified must adhere to APA 6<sup>th</sup> edition format and citation guidelines.**

**Vlabs unless specifically stated do not need to be in APA 6<sup>th</sup> edition format. Vlabs should contain screenshots.**

**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	Work Due Sundays 11:59pm of the Following Week Unless specifically stated
1	Chpt 1 Coding Overview; Documentation; Health Data Collection Chapt 2 Overview of ICD-10	Cengage MindTap 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	Cengage MindTap homework  Vlab set up assignment 1 250pts assigned  Virtual Meet Up 1 Monday at 6pm. Topic 1: How to do research papers and group projects in this class. Topic 2: The basics of coding books structure and function. Topic 3 The online text book expectations and functions. Topic 4: Dental coding lecture Topic 5: Open question time.  Dental Coding Assignment 1 Assigned	
3	Chapt 3 – Coding Conventions	Cengage MindTap homework	MindTap Chapter 3

			Dental Coding Assignment 1 Due
4	Chapt 4- ICD-10 Coding Guidelines, - Coding with Guidelines	<p>Cengage MindTap homework</p> <p>Group project 1 200 points assigned BREIF: Health record content and documentation has been lax at your local emergency medical facility. A committee of appropriate hospital employees including the HIM and HR staff have been selected to be on the board of the committee. Your committee must solve the issue while only having a 300\$ budget for success. Detailed instructions on class home page</p> <p>Virtual Meet Up 2 Monday at 6pm Topic 1: ICD 10 CM coding Topic 2: Ethics in the field Topic 3: Questions</p>	<p>Vlab set up assignment 1 250pts Due</p> <p>MindTap Chapter 4</p>
5	Chapt 4 – Continued – Coding with Guidelines	<p>Cengage MindTap homework</p> <p>Vlab assignment 2 250pts</p>	Group project 1 due 200 points

6	<p>Chapt 6 – ICD-10 CM Outpatient/ Physician Coding, Hospital Based Coding, Coding Guidelines for Diagnostic Tests</p>	<p>Cengage MindTap homework</p> <p>Group project 2 assigned 200 points. Midway through the year a group of C-suite hospital executives meet on a committee to determine what actions they will need to take to increase profit at the local emergency hospital. During this meeting they decide auditing the billing and coding department for compliance is an important way to ensure that the hospital always bills correctly and profitably. How can you the Manager and Coding and Billing team run these audits? See Course site for more details.</p> <p>Mid term 200</p> <p>Virtual Meet Up 3 Monday at 6pm Topic 1: Outpatient, inpatient some vocabulary Topic 2: What are your goals? What credentials do you</p>	<p>MindTap Chapter 6</p>	
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		plan to achieve after completion of your education? Topic 3: Questions or concerns time.	
7	Chapt 6 – Application of Coding Scenarios Outpatient, Physician, Diagnostic Tests, Medical Necessity – all with ICD-10	Cengage MindTap homework  Dental Coding Assignment 2	Vlab assignment 2 250pts Due  Group project 2 due 200 points
8	Chapt 6 – continued - Application of Coding Scenarios Outpatient, Physician, Diagnostic Tests, Medical Necessity – all with ICD-10	Cengage MindTap homework  Group assignment 3 assigned 300 points  Virtual Meet Up 4 Monday at 6pm Topic 1: Medical Necessity Topic 2: Work place compliance. Topic 3: HCPCS Level II coding Topic 4: Questions	Dental Coding Assignment 2 Due
9	Chapt 7 – HCPCS Coding – Overview and Coding, Determining Payer Responsibility	Cengage MindTap homework	Vlab assignment 2 250pts Due  Group assignment 3 due 300 points  MindTap Chapter 7
10	Chapt 8 – Intro to CPT Coding, Organization, Index, Conventions of CPT Codebooks	Cengage MindTap homework  Vlab assignment 3 Monday at 6pm 250pts	MindTap Chapter 8

		<p>Virtual Meet Up 5</p> <p>Topic 1: CPT coding book</p> <p>Topic 2: Types of CPT coding and “organization” that it maintains.</p> <p>Topic 3: Modifiers are crazy</p> <p>Topic 4: Questions</p>	
11	<p>Chapt 8 – Cont CPT Coding Conventions, Modifiers, NCCI</p> <p>Chapt 9 – CPT Evaluation and Management Coding - - Overview, E/M Guidelines, E/M Levels</p>	<p>Cengage MindTap homework</p> <p>Individual Assignment 1 300 points</p> <p>Vlab assignment 4 250pts</p>	<p>Vlab assignment 3 250pts Due</p>
12	<p>Chapt 9- Cont’d CPT E/M Coding Categories</p>	<p>Cengage MindTap homework</p> <p>Vlab assignment 5 250pts</p> <p>Virtual Meet Up 6 Monday at 6pm</p> <p>Topic 1: E&amp;M coding</p> <p>Topic 2: Anesthesia CPT section</p> <p>Topic 3: Questions</p>	<p>Vlab assignment 4 250pts Due</p> <p>MindTap Chapter 9</p> <p>Individual Assignment 1 Due 300 points</p>
13	<p>Chapt 10 – CPT Anesthesia – Terminology, Overview, Guidelines</p>	<p>Cengage MindTap homework</p> <p>Individual</p>	<p>Vlab assignment 5 250pts Due</p> <p>MindTap</p>

		Assignment 2 300 points  Vlab assignment 6 250pts	Chapter10
14	Chapt 11 – CPT Surgery I – Overview, Guidelines, Integumentary System	Cengage MindTap homework  Virtual Meet Up 7 Monday at 6pm Topic 1: CPT Surgery level 1 Topic 2: CMS 1500 form Topic 3: Class wrap up Topic 4: Questions  Dental Coding Assignment 3	Vlab assignment 6 250pts Due  Individual Assignment 2 300 points  MindTap Chapter 11
15	Catch Up Week	Cengage MindTap homework  Individual Assignment 3 150 points  Virtual Meet Up 8 Monday at 6pm Topic 1: Class wrap up Topic 2: Class successes Topic 3: Questions	Catch up Cengage MindTap homework  Dental Coding Assignment 3 Due
16 FINAL	Individual Assignment 3 150 points  Mock Final due 100 points  Cumulative Final –400 points		Individual Assignment 3 150 points  Mock Final due 100 points  Cumulative

			<p>Final Exam – 400 points Final Exam is due Sunday of Week 16 at 11:59AM</p> <p>All MindTap due Saturday week 16 at 11:59pm</p> <p>All Virtual Meet up Make ups must be scheduled before Wednesday Week 15</p>
	<p>Syllabus Quiz 100 points Individual assignments 1, 2, &amp; 3. Assignments 1 &amp; 2 at 300 points each Assignment 3 at 150 = 750 Group assignments 1, 2, &amp; 3 2 @ 200 points and one at 300=700 points 8 required Virtual Meet ups 100 per meet possible= 800 Select Mondays at 6pm Vlabs 6 at 250 points each= 1500 Mid Term =200 Final =400 MindTap =1265 Dental Coding total= 385</p>		
	Total points possible = 6100 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