Coastal Bend COLLEGE

Administrative Master Syllabus

Cover Sheet

Purpose: The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

Course Title: Ambulatory Coding

Course Prefix and Number: HITT 1442

THECB Approval Number (10 digit): 5107130000

Department: Health Information   **Division:** Nursing and Allied Health

Course Type: (check only one)

- [ ] **Academic General Education Course (From ACGM but not a CBC Core Course)**
- [ ] **Academic CBC Core Course**
- [✓] **WECM Course (Special Topics or Unique Needs Course: Y [ ] or N [✓])**

Weekly Contact Hours (Lecture – Lab – External): 3 - 3 - 0

Course Catalog Description:

Fundamentals of ambulatory coding rules, conventions, and guidelines.

Prerequisites/Co-requisites:

BIOL 2301, BIOL 2101, HITT 1305

Approval: **The contents of this document have been reviewed and are found to be accurate.**

Prepared by (Content Expert): Naomi Reyna   Digitally signed by Naomi Reyna Date: 2022.08.16 16:45:17 -05'00'

Reviewed by Director or Coordinator: Loana Hernandez   Digitally signed by Loana Hernandez Date: 2022.09.29 14:00:03 -05'00'

Approved by Dean of CTE or NAH or TGE: Loana Hernandez   Digitally signed by Loana Hernandez Date: 2022.09.29 14:00:20 -05'00'

Revised 8/11/2021

Master Course Syllabus

Course Name: HITT 1442 Ambulatory Coding

Course Description: Fundamentals of ambulatory coding rules, conventions, and guidelines.

Semester Hour Credit: 4

Prerequisites: BIOL 2301, BIOL 2101, HITT 1305

Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: 3-3-0

Curriculum Capacity:

> **Face-to-Face Lab**
> **Online Lab**
> **Face-to-Face Lecture**
> **Online 20**
> **Virtual Face-to-Face**
> **Interactive video (multi-locations)**
> **Hybrid**
> **Clinical**

Recommended enrollment threshold:

> **Face-to-Face Lab**
> **Online Lab**
> **Face-to-Face Lecture**
> **Online 20**
> **Virtual Face-to-Face**
> **Interactive video (multi-locations)**
> **Hybrid**
> **Clinical**

Textbook and/or other major required readings:

> **Title:** MindTap: Understanding ICD-10-CM and ICD-10-PCS
> **Author:** Mary Jo Bowie
> **Publisher:** Cengage Learning
> **Edition:** 2022
> **ISBN:**

Title: ICD-10-CM Expert for Physicians with Guideline
Author: Leanne Patterson
Publisher: Optum 360
Edition: Current Year
ISBN:

Title: ICD-10- PCS Expert
Author: Anita Schmidt
Publisher: Optum 360
Edition: Current Year
ISBN:

<u>The Student Learning Outcomes for the course are the same regardless of modality or location.</u>

Course Outcomes
(WECM or LDACGM)

Apply nomenclatures and classification systems and assign codes.

The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk *.

*Identify, compile, abstract, and code patient data, using standard classification systems (ICD-10-CM and ICD-10-PCS).   *Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.   *Consult classification manuals to locate information about disease processes.   *Assign the patient to diagnosis-related groups (DRGs), using EncoderPro Expert, an online coding and reference tool.   *Abstract information from records to code diagnoses and procedures, using the Medical Coding Trainer which stores realistic, multipage patient medical records.

The following program student learning outcome are assessed for this course:

Domain I. Data Governance, Content & Structure –
     • I.5 Explain the use of classification systems, clinical vocabularies, and nomenclatures. (all chapters)
 Domain IV. Revenue Cycle Management-
     • IV.4 (RM ONLY) Determine diagnosis and procedure codes according to official guidelines (Appendix B)

Evaluation Methods:

Chapter Exams   On-line assignments as Lab Exercises   Final Exam

Course Grading: Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

Major Course Assignments and/or exams counting for at least 10% of a final course grade:

Final Exam

Grade Scale:

90 - 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D Below 60 = F

Course Subject Matter Outline:

Introduction to Coding and Coding Professions An Overview of ICD-10-CM ICD-10-CM Coding Conventions Steps in Diagnostic Code Selection Diagnostic Code Guidelines Infectious and Parasitic Diseases Neoplasms Diseases of the Blood and Blood-Forming Organs Endocrine, Nutritional, and Metabolic Diseases Mental, Behavioral, and Neurodevelopmental Disorders Diseases of the Nervous System Disorders of the Eye and Adnexa Diseases of the Ear and Mastoid Process Diseases of the Circulatory System Diseases of the Respiratory System Diseases of the Digestive System Diseases of the Skin and Subcutaneous Tissue Diseases of the Musculoskeletal System and Connective Tissue Diseases of the Genitourinary System Pregnancy, Childbirth, and the Puerperium Certain Conditions Originating in the Perinatal Period Congenital Malformations, Deformations, and Chromosomal Abnormalities Symptoms, Signs, and Abnormal Clinical Laboratory Findings Injury, Poisoning, and Certain Other Consequences of External Causes External Causes of Morbidity Factors Influencing Health Status with Contact with Health Services **Introduction to ICD-10-PCS** Medical and Surgical Section Obstetrics Section Placement Section Administration Section

Measurement and Monitoring Section Extracorporeal Assistance and Performance and Extracorporeal Therapies Section Osteopathic, Other Procedures, and Chiropractic Sections Imaging, Nuclear Medicine, and Radiation Oncology Sections Physical Rehabilitation and Diagnostic Audiology Section Mental Health and Substance Abuse Treatment New Technology Section • ICD-10-CM Official Guidelines for Coding and Reporting • ICD-10-PCS Official Guidelines for Coding and Reporting

Additional Course Requirements:

Class Attendance and Classroom Conduct Policies: See Course Information in Blackboard

Attendance Policy: Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

Telephone Support: Toll Free: 866-722-2838 or Direct Line: 361-354-2508

I.T. Support Blackboard

> **http://coastalbend.edu/it/**
>
> IT Help Desk
> 1-361-354-2508
> **helpdesk@coastalbend.edu**

Live Chat: Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

Tutoring Services: Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at http://www.coastalbend.edu/tutoring/ to submit your request. If you have any questions about tutoring programs, you can contact to tutoring@coastalbend.edu.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): http://lrc.coastalbend.edu/about

Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at http://coastalbend.edu/finaid or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: GA (Legal)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email oas@coastalbend.edu.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: FLB (Local) and FM (Local).

Use of E-mail for Official Correspondence to Students: All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (http://coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at http://coastalbend.edu/hb2504/**

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

Loana Hernandez, Dean Nursing and Allied Health 361-354-2341 lhernandez@coastalbend.edu	Naomi Reyna Health Information Management Instructor 361-592-1615 ext. 4073 nreyna1@coastalbend.edu

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

This master syllabus is subject to change due to unforeseen circumstances.