HIM 103 – Introduction to Health Information Management & Coding and Classification Systems
Health Sciences – Health Information Management
Spring 2015

Catalog Course Description: This course provides an introduction to the health information science profession.
Prerequisite(s): Restricted to students accepted into the Pre-Health Information Management Program, the Health Information Management Program or the Medical Records Coder Certificate Program
Credit Hours: 3.0 Total Credits 3.0 Lecture Credits 0.0 Lab Contact Hours
Departmental Website: http://www.midlandstech.edu/him-mrc/
D2L Brightspace Login Page: https://elearn.midlandstech.edu

Instructor:
Office:
Telephone:
FAX:
E-mail:
Campus Mailbox:

Program Assistant: Jennifer Langley, Health Science Building, Room HSB 202
langleyj@midlandstech.edu

Program Director: Elizabeth Gibbs, BS, RHIT, CCA, Lexington Hall, Room LX 105
Gibbse@midlandstech.edu

Class Schedule[s]: [Section number, Day, Time, Place]

Office Hours:
Textbook(s):
Additional Textbooks/Readings:
Equipment: There is no equipment needed for this course of study, however, it will be expected that the student have access to a computer with internet access in order to complete assignments and tasks. It would be in the students’ best interest to purchase a Thumb Drive (memory stick) in order to have data portability.

Course Objectives: Upon completion of this course the student will be able to:

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1. Have a detailed understanding of the health information management profession.
2. Have a detailed understanding of the organization of healthcare delivery in the United States.
3. Be knowledgeable of healthcare organizations structure and operation.
4. Have a detailed understanding of the different healthcare providers and disciplines.
5. Be aware of professional and practice related ethical issues.
6. Understand the concepts of organization-wide health record documentation guidelines.
7. Be able to differentiate the roles of various providers and disciplines throughout the continuum of healthcare and respond to their information needs.
8. Be knowledgeable of the policies and procedures for access and disclosure of personal health information.
9. Be knowledgeable of the components of different type health care records.
10. Discuss the history of the development of clinical vocabularies
11. Understand the history, uses, and structure of ICD-9-CM, ICD-10, ICD-O, HCPCS, CPT, SNOMED, DMS-IV
12. Describe the coding process
13. Identify the technology used in the coding process.
14. Understand the history, elements, policies, and procedures for corporate compliance.
15. Discuss new direction in clinical vocabularies
16. Identify the abbreviations commonly used in coding and classification.
17. List the purposes of coding.
18. Distinguish between coding, nomenclature, and classification systems.
19. Describe the major coding systems currently in use and the setting where they are used.
20. Describe the mechanisms used to update and revise ICD-9-CM and CPT.
21. Outline the process to assign codes to diagnoses and procedures in the various health care settings.
22. Summarize the factors that affect coding for reimbursement.
23. Describe the relationship between coded data and reimbursement for health care services.
24. Recognize the reimbursement systems used in health care.
25. Respond ethically to situations that a coder might face.
26. Discuss the factors that constitute quality coded data and common causes of coding errors.
27. Identify methods to improve coding quality.
29. Identify the factors that must be considered in hiring, training, and retaining coding personnel.
30. Describe the services provided by contract coding and DRG review companies, and discuss the issues involved in choosing to use such services.
31. Relate the coding systems, other than ICD-9-CM and CPT that are in use in facilities.

Course Outcomes and Competencies:

Course Outcome: Perform all necessary functions integral to collecting, maintaining and analyzing health care data to ensure accurate timely and complete information for all reporting requirements both internal and external, for the health care organization. Monitor and current federal, state, and local laws, accreditation and licensing standards related to the health care organization including, maintaining patient privacy.

Course Competency: Assist in preparing the organization for accreditation, licensing and/or certification surveys. Understand the types of healthcare organizations and the role of various providers and disciplines throughout the continuum of healthcare services. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organizations health information systems.

Performance Measurement Instruments and Success Criteria: Eighty five percent (85%) of the students will achieve 83% or better on the final exam.

Course Attendance: Student must not miss more than the class meets weekly, i.e. class meets two times per week, maximum number of absences is two (2)*. Missing 15 minutes of class constitutes an absence as well as unprofessional behavior. Being tardy/late (1-14 minutes) two (2) times will equal an absence. The student’s final average will be automatically dropped 10% (or one letter grade) if the student exceeds the maximum allowable absences by one day and dropped 20% by the second.
*This does NOT imply that you have two (2) excused/free days that you may be absent – there are NO excuses for missing class – there is no such thing as an “excused absence”.

Failure in any HIM course will result in academic suspension and automatic withdrawal of other HIM courses. The student will have to wait until the courses are offered the following year.

Students who come in late interfere with the class presentation and disturb the other students in the class. Likewise, students should not leave in the middle of class or before class is formally dismissed by the instructor. If the student arrives after the roll has been taken, the student will be marked absent. It is the STUDENT’S responsibility to see the instructor after class on THAT DAY for the absence to be changed to a tardy.

Please note the following: You are responsible for all material and announcements presented whether you are present or absent. **YOU are responsible for notifying the instructor by EMAIL if you are not going to be present/on-time for class!** If you know that you will be absent, you must notify the instructor via email! – verbalizing to the instructor that you will be absent will be the same as not notifying the instructor. **You must treat this course as your job – if you do not go to work, you must let someone know that you are not coming.**

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student’s transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal. If the student’s grade, with the 20% reduction for tardiness/absences is not recoverable (cannot pass), a “W” will be assigned.

**Again, failure in any HIM course will result in academic suspension and the student will have to wait until the courses are offered the following year.**

NOTE: If the student withdraws during the beginning of the term, it is advisable to discuss this with the cashier’s office about any partial tuition refund. Withdrawal after midterm, either a "W" or "WF" is based on the grade on the last day of class attendance (a "W" if passing, a "WF" if not). "WF's" are computed in GPA's and count as an "F". It is advised that the student consult the instructor prior to voluntarily withdrawing to avoid any confusion as to what grade you will receive. Withdrawals may affect current and future financial aid awards, the full time status of a student, as well as impact enrollment in future courses. The financial aid office must be consulted as well as the student’s advisor prior to withdrawing from a course.

**No Shows:** If you register for a course and decide not to attend for any reason, you must complete a drop form and process it through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College’s Finance Office. The college’s refund policy and dates are posted each semester.

**Effective Spring 2015, the Student Ombudsman’s office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.**

**Administrative Drop Requests:** A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a
request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

Military Withdrawal: According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student’s responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

Online Learning Support Help Desk: Technical questions related to the operation and use of D2L Brightspace can be answered from our Support Help Desk. A response will be provided within one business day.
To login: use your MTC e-mail account username and password.
(Student Username Example: georgeasmith)
(Faculty Username Example: smithg)

D2L Brightspace Assistance: Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

MyMTC Help: For MyMTC log-in issues please call 803-738-7888.

Academic Dishonesty: For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations attached.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by the instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. You have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

Course Requirements: There will be approximately three (3) tests and a comprehensive final examination. In addition, the student will have weekly assignments. The instructor may also assign additional homework or quizzes. The student is required to check their email at least daily especially prior to coming to class and in the evening!!
The tests and assignments may consist of multiple choice, matching, short answers, fill-in-the-blanks, abbreviations, and/or composed answers for discussion questions. Spelling, grammar and punctuation will count on all assignments and tests. Missed tests must be made up and turned in before the end of the next class meeting or at a time convenient to the instructor. It may be necessary for make-up tests to be taken in the MTC Testing Center. Make-up tests one day late, decrease 10%, two (2) days late, decrease 20%, etc. It is the student’s responsibility to consult the instructor on the material missed and a date/time for makeup. The instructor will not approach the student or remind the student of work that has been missed.

Course Grading:
Weekly Assignments* and other duties per instructor = 20% of the final grade
Chapter Tests = 70% of the final grade
Cumulative Final Exam = 10% of the final grade.

*Weekly assignments are due each Thursday by 11:59 PM unless otherwise stated such as bringing paperwork to class with you. Late assignments will be docked 10 points. There will be no make-up of missed assignments – missed assignments are worth 0 points. Refer to attached Weekly Assignment Grading Rubric for grading points.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>Superior Work</td>
</tr>
<tr>
<td>83-91</td>
<td>B</td>
<td>Good Work</td>
</tr>
<tr>
<td>75-82</td>
<td>C</td>
<td>Average Work</td>
</tr>
<tr>
<td>0-75</td>
<td>F</td>
<td>Unsatisfactory Work</td>
</tr>
</tbody>
</table>

Additional items to consider: Incomplete grades are awarded only under extenuating circumstances such as hospitalization or death and require the permission of the instructor. All requests must be properly documented. Normally the course work must be completed no later than the end of the following term or the “I” will automatically become an “F”.

The instructor is not required to permit make-up work after the fact and may assign a grade of “0”. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangement with the instructor prior to the due date of the assignment in question.

All assignments must be submitted per instruction. If assignments are submitted in any other way, a 10% reduction in points will be automatic.
HIM Weekly Reading Assignment Grading Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description - Any credible evidence of plagiarism will result in zero points!</th>
<th>Points = 100</th>
<th>Criteria Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria 1</td>
<td><strong>Timely Submission:</strong> Reading assignments are due on <strong>Thursday's no later than 11:59 PM.</strong> One assignment per week (Sunday-Thursday). All assignments <strong>cannot</strong> be submitted early <strong>nor all at the same time.</strong> Early submissions are deducted 10 points. Late assignments are deducted 10 points. Missed assignments receive 0 points.</td>
<td>10</td>
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<tr>
<td>Criteria 2</td>
<td><strong>Correct Submission:</strong> Reading assignments will be submitted via email <a href="mailto:gibbse@midlandstech.edu">gibbse@midlandstech.edu</a> according to the correct format. DO NOT ATTACH report to the email!! Report should be included within the body of the email!! Incorrect format will be deducted 10 points.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Criteria 3</td>
<td><strong>Resource/Reference:</strong> Reading assignments must include proper citations. Accurate resource/reference earns 10 points</td>
<td>10</td>
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<tr>
<td>Criteria 4</td>
<td><strong>Content:</strong> Reading Assignment content must be easily readable. Must be a current news article regarding healthcare issues (less than one month old)</td>
<td>25</td>
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<td>Criteria 5</td>
<td><strong>Grammar:</strong> Sentences should be grammatically correct.</td>
<td>15</td>
<td></td>
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<tr>
<td>Criteria 6</td>
<td><strong>Spelling:</strong> All words should be spelled correctly</td>
<td>20</td>
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<tr>
<td>Criteria 7</td>
<td><strong>Length:</strong> Reading assignments/summary should be short and to the point 50-75 words.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100</td>
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PLEASE NOTE: This is an abbreviated syllabus. Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced via email, on D2L and, when possible, in class before it becomes effective.