JEFFERSON COLLEGE

COURSE SYLLABUS

HIT 200

Classification Systems I

3 Credit Hours

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HIT 200 Classification Systems I

I. CATALOGUE DESCRIPTION

A. Prerequisite: BIO 245 Pathophysiology with a grade of “C” or better.

B. Credit hour award: 3

C. Description: This course introduces the theory, structure, and organization of the ICD-9-CM coding system. The principles, guidelines, and conventions utilized to accurately assign codes to diagnoses and procedures with ICD-9-CM are examined in detail. The role of ICD-9-CM codes in billing and reimbursement will be included. (F)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Label ICD-9-CM codes to selected diagnoses and procedures in an inpatient setting.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Select diagnoses and procedures to be coded after being given medical reports and records.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Arrange diagnoses and procedures according to Uniform Hospital Discharge Date Set (UHDDS) guidelines.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Label Present On Admission (POA) indicators to diagnoses.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Use Medical Severity Diagnosis Related Group (MS DRG) decision trees to determine the optimal Diagnosis Related Group (DRG) for a given set of data.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<td>Use the Federal Register to determine relative weights and reimbursement for selected MS DRGs.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Operate an Encoder to determine correct codes and group data to DRGs.</td>
<td>Class Discussion/Activity Virtual Lab Assessment Summative Examination</td>
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<tr>
<td>Compare International Classification of Diseases (ICD)-10 diagnosis and procedure coding systems to ICD-9-CM.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Select ICD-10-CM and ICD-10-PCS codes to selected diagnoses and procedures.</td>
<td>Class Discussion/Activity Summative Examination</td>
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<tr>
<td>Identify key aspects of other classification systems (i.e. ICD-O Oncology), Diagnosis and Statistical Manual of Mental Disorders (DSM)-IV, Systemized nomenclature of medical-clinical terms (SNOMED), etc.).</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<td>Compose an effective physician query.</td>
<td>Class Discussion/Activity Written Project/Paper Summative Examination</td>
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<tr>
<td>Outline the elements of a coding compliance program.</td>
<td>Class Discussion/Activity</td>
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<td>Written Project/Paper</td>
<td>Summative Examination</td>
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<tr>
<td>Perform infectious disease/neoplasm coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform nervous system coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform endocrine, nutritional and metabolic coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform circulatory coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform respiratory coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform digestive coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform skin and subcutaneous tissue coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform musculoskeletal coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform genitourinary coding.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform coding related to pregnancy, childbirth and puerperium.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform codes regarding E codes and injuries.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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<tr>
<td>Perform coding regarding burns, adverse effects and poisonings.</td>
<td>Class Discussion/Activity Summative Examination Virtual Lab Assessment</td>
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III. OUTLINE OF TOPICS

A. The Rationale for and History of Coding
1. Application of Coding
2. Nomenclature and Classification
3. Historical Timeline of Coding
5. Different Coding Organizations and Credentials
6. Standards of Ethical Coding
7. Compliance and Confidentiality of Coding
B. Health Record as the Foundation of Coding
   1. Purposes of various forms and reports in a health record
   2. Principal Diagnoses
   3. Principle Procedures
   4. Basic Guidelines for Reporting Diagnoses/Procedures
   5. Types of Documentation Acceptable for Assigning Codes
   6. Explain the Query Process.

C. ICD-9-CM Format and Conventions
   2. Apply the Conventions and Guidelines.

D. Basic Steps of Coding
   1. Assigning a Diagnosis or Procedure from the Alphabetic Index
   2. Basic Steps of Coding
   3. Using the Alphabetic Index and Tabular List

E. General Coding Guidelines for Diagnosis
   1. ICD-9-CM and ICD-10-CM Official Guidelines for Coding and Reporting
   2. Determining whether Signs, Symptoms and Manifestations Require Separate Code Assignment
   3. Assigning ICD-9-CM and ICD-10-CM Diagnoses for Late Effects

F. General Coding Guidelines for Procedures
   1. Identifying the format of Volume 3, Tabular List and Alphabetic Index of Procedures
   2. Applying the Conventions and ICD-9-CM Official Guidelines for Coding and Reporting
   3. Principal Procedures
   4. Significant Procedures
   5. Surgical Hierarchy
   6. When to Code Operative Approaches and Closures
   7. Assign Codes for Canceled or Converted to Open Procedures.
   9. Hospital Policies Regarding Procedure Code Assignment
   10. Assign Procedure Codes using ICD-9-CM and ICD-10-CM.

G. Reimbursement Methodologies
   1. Describe the complexities of MS-DRGs and hospital reimbursement.
   2. Identify Key Elements of a Uniform Bill (UB)-04.
   3. Description of Charge Master
   4. Explain Medical Necessity.
   5. Calculate Case-Mix Index.

H. Symptoms, Signs, Ill Defined Conditions and V Codes
   1. Assign the correct ICD-9-CM and ICD-10-CM codes in accordance with Official Guidelines for Coding and Reporting.
   2. Major differences between ICD-9-CM and ICD-10-CM related to the Signs
and Symptoms and V (5th edition of manual) Codes
3. Determine when to assign Signs and Symptoms Code.

I. Infectious and Parasitic Diseases/Neoplasms
1. Differences between ICD-9-CM and ICD-10-CM related to Infectious and Parasitic (Diseases)
2. Assign V Codes and Procedure Codes related to Infectious and Parasitic Diseases.
3. Explain common Treatments, Medications, Laboratory Values and Diagnostic Tests.
4. Identify neoplastic diseases.
5. Assign V codes and procedure codes related to neoplasms.

J. Endocrine, Nutritional and Metabolic Diseases, and Immunity Disorders
1. Apply and assign the correct ICD-9-CM and ICD-10-CM codes.
2. Identify major differences between ICD-9-CM and ICD-10-CM.
3. Assign V codes and procedure codes related to the endocrine, nutritional, and metabolic diseases and immunity disorders.
4. Identify common treatments, medications, laboratory values, and diagnostic tests.

K. Diseases of the Nervous System and Sense Organs
1. Identify major differences between ICD-9-CM and ICD-10-CM related to the nervous system and sense organs.
2. Apply and assign the correct ICD-9-CM and ICD-10-CM codes in accordance with Official Guidelines for Coding and Reporting.
3. Assign V Codes and procedure codes related to the nervous system and sense organs.

L. Diseases of the Circulatory System
1. Identify major differences between ICD-9-CM and ICD-10-CM related to diseases of the circulatory system.
2. Identify diseases of the circulatory system.
3. Assign V codes and procedure codes to the circulatory system.

M. Diseases of the Respiratory System
2. Identify major differences between ICD-9-CM and ICD-10-CM related to respiratory system.
3. Identify diseases of the respiratory system.
4. Assign V codes and procedure codes related to the respiratory system.

N. Diseases of the Digestive System
1. Identify major differences between ICD-9-CM and ICD-10-CM related to the digestive system.
2. Identify diseases of the digestive system.
3. Assign the V codes and procedure codes related to the digestive system.

O. Diseases of the Skin and Subcutaneous Tissue
1. Identify major differences between ICD-9-CM and ICD-10-CM related to the
1. Identify diseases of the skin and subcutaneous tissue.
2. Assign the V codes and procedure codes related to the skin and subcutaneous tissue.

P. Diseases of the Musculoskeletal System and Connective Tissue
1. Identify major differences between ICD-9-CM and ICD-10-CM related to diseases of the musculoskeletal system and connective tissue.
2. Assign V codes and procedure codes to the musculoskeletal system and connective tissue.

Q. Diseases of the Genitourinary System
2. Identify major differences between ICD-9-CM and ICD-10-CM related to the genitourinary system.
3. Assign V codes and procedure codes related to the genitourinary system.

R. Complications of Pregnancy, Childbirth and Puerperium
1. Identify major differences between ICD-9-CM and ICD-10-CM related to pregnancy, childbirth and the puerperium.
2. Recognize conditions and complications of pregnancy, childbirth and the puerperium.
3. Assign the V codes and procedure codes related to pregnancy, childbirth and the puerperium.

S. Diseases of the Skin and Subcutaneous Tissue
1. Identify major differences between ICD-9-CM and ICD-10-CM related to the skin and subcutaneous tissue.
2. Assign the V codes and procedure codes related to the skin and subcutaneous tissue.

T. Injuries and E Codes
2. Identify major differences between ICD-9-CM and ICD-10-CM related to injuries and E codes.
3. Assign the V codes and procedure codes related to injuries and E codes.

U. Burns, Adverse Effects and Poisonings
1. Identify major differences between ICD-9-CM and ICD-10-CM related to burns, adverse effects and poisonings.
2. Assign the V codes and procedure codes related to burns, adverse effects and poisonings.

IV. METHOD(S) OF INSTRUCTION
A. Lecture
B. Readings from textbook
C. Supplemental handouts
D. Peer interactive activities/discussions in classroom

V. REQUIRED TEXTBOOKS


VI. REQUIRED MATERIALS

A. Textbook
B. A computer with internet access (available through the Jefferson College Labs)
C. AHIMA Virtual Laboratory/3M Encoder
D. Paper, notebooks, pens, pencils with erasers

VII. SUPPLEMENTAL REFERENCES

A. Class Handouts
B. Current internet resources
   1. On-line reference materials
   2. American Health Information Management (AHIMA) web-site

VIII. METHOD OF EVALUATION

A. Virtual Laboratory Online Assignments will equal 30% of total course grade, consisting of 1-3 assignments focused on application of health information coding theory and principles.

B. Summative Written Examinations: 4 examinations worth up to 60%

C. Attendance/participation grade will equal 10% of total course grade.

D. Grading Scale:
   A = 90-100%
   B = 80-89.9%
   C = 70-79.9%
   D = 60-69.9%
F = 0-59.9%

IX. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library: phone 636-797-3000, ext. 3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook. Any student who cheats or plagiarizes will be subject to dismissal from the Health Information Technology program and will be referred to the college for disciplinary action. (See College website, http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84)