



Lake Sumter  
State College

Lake Sumter State College · Business and Technologies · Health  
Services Management

# ICD Coding 1 HIM-2410

Spring Full Term 2024 CRN 20078 3 Credits 01/08/2024 to 04/27/2024 Modified 12/20/2023

## Class days, Location, Time

### COURSE INFO

**Instructional Method:** Traditional Online

**Start and End Dates:** Monday, January 08, 2024 to Saturday, April 27, 2024

### CLASS DETAIL

**Lead Instructor:** Ziesemer, Brandy

**Class Location:** Online (Textbooks: Leesburg Bookstore)

## Instructor Information

### Instructor: Professor (Part-time) Brandy Ziesemer

**Email:** [ziesemeb@lssc.edu](mailto:ziesemeb@lssc.edu)

**Office:** See Notes

**Phone:** N/A

To set-up an appointment by Zoom or in-person, please contact me at the email address listed or via Canvas Mail. In-person appointments will be on the Leesburg Campus, Science-Math Building, Office Suite 225-231 Lobby

*You may expect replies to email or course messages within 24 hours of receipt if the message was sent Sunday-Thursday and within 48 hours if sent Friday-Saturday or on holidays.*

## Course Description

This course, the first in a two-course sequence, introduces principles and guidelines for using the current international classification of diseases system to code diagnoses in all healthcare settings and procedures in an acute care setting. Examples of patient records, and exercises using coding manuals and software tools, provide practice in coding and sequencing diagnoses and procedures. History and development of clinical vocabularies and classifications systems are introduced. Application of coding principles to electronic record systems is explored.

### Requisites

Prerequisites or Co-requisites: HIM 1433 and BSC 2085C

## Course Objectives

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Objectives are defined as what the course will do and/or what the students will do as part of the course. The students apply their knowledge of the medical sciences in learning how to abstract key information from the medical record and assign all applicable codes in the correct sequence to ensure accurate databases are created and maintained for a variety of clinical, legal, reimbursement and administrative purposes.

## Student Learning Outcomes

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Student Learning Outcomes & Assessment:

Lake-Sumter State College (LSSC) aims to provide students with a broad foundation of knowledge and skills across the various academic disciplines and programs. A "learning outcome" is defined as the knowledge, skills, attitudes, or habits of mind that students take with them beyond the learning experience.

The following learning outcomes will be assessed in this course:

HIM2410.1 - Apply and evaluate the accuracy of diagnosis/procedure codes (CM and PCS only, not CPT/HCPCS in this course) according to current guidelines .

HIM2410.2 - Apply and evaluate the accuracy of diagnosis/procedure groupings (DRG, MS DRG in this course).

HIM2410.3 – Apply policies and procedures for the use of data required in health care reimbursement and evaluate the revenue cycle processes.

As a result of completing courses as part of the Health Services Management A.S. program, students will be able to achieve the following learning outcomes:

1. Demonstrate the ability to select, manage and use a variety of information technology applications in healthcare.
2. Demonstrate employability skills relevant to health service careers.
3. Demonstrate leadership, human resources management, and administrative skills basic to management in any health facility.
4. Interpret federal, state, and local laws as they apply to health care facilities while upholding legal and ethical responsibilities
5. Explain the economics involved in healthcare.

## Textbooks & Other Course Materials

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Click the link below for information about your course textbook:

You will need the campus location, and either your XID or the class information (ex. Spring 2022, ENC 1101, CRN 10111) to find the textbook for your class.

<https://www.lssc.edu/current-students/bookstore/> (<https://www.lssc.edu/current-students/bookstore/>).

PLEASE NOTE: The textbook (2024 edition) is important to have by early in the first week of class. There are also two actual code books to purchase. If you are not going to take a national certification exam for coding (e.g., you are taking this course for the HSM AS degree but do not plan to start as a medical coder), you may use older versions of the codebooks or just use the encoder and free searchable pdfs available in this course, but the 2024 versions are used on the certification exams when you take the exams before May 1, 2025.

It is acceptable to buy a used textbook (as long as it is the 2024 edition), with the access code previously used. All materials available via the textbook access code are available as "resources" in Canvas.

It is important to use current year CM and PCS codebooks if you plan to sit for certification before May 1 of next year. If you are not planning to sit for national coding certification, you may use older codebooks (up to 2 previous years) or just use the free searchable pdfs of the codebooks available in this course.

## Technology Requirements

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Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the [Canvas Orientation](#) within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

See the [LSSC student Technology Help Desk website](#) for more information on how to **obtain Microsoft Office 365 as an LSSC student**.

## Methods of Evaluation

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### Grading Information:

#### Grading Scale:

90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

#### Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

## Assignment Overview &amp; Grade Breakdown:

Category	Description	Points or %
Assignments/Discussions	Select homework from the textbook (in Canvas) Introduction Discussion Posting; Special Assignment on Chapters 3&25	650
Quizzes	Chapters 1-25 (10 pts each)	250
Tests	Final Exam (Canvas)	100
	Total Points	1000

## \* Instructor Policies

### Academic Honesty:

#### Academic Honesty:

1. This class may make use of Artificial Intelligence (AI) in various ways. You are permitted to use AI only in the manner described in the assignments. Any attempt to represent AI output inappropriately as your own work will be treated as plagiarism. (If in doubt, ask your instructor)
2. Please refer to the LSSC policy. Students are expected to uphold Lake-Sumter State College's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, exams, quizzes, assignments and projects must be that of the student's own work. Students shall be guilty of violating the honor code when and if they: (a) Represent the work of others as their own, (b) use or obtain unauthorized assistance in any academic work, (c) give unauthorized assistance to other students, and/or (d) use another student's documents without permission. Any student violating the honor code is subject to receiving an "F" grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should contact the instructor prior to beginning the assignment to discuss the situation.

### Online Course Etiquette:

Taking an online course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of nonverbal in communication. When taking a course online, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.

2. Keep writing to a point and stay on topic. Online courses require a lot of reading. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Also, do not introduce new topics; it may just confuse the readers.
3. Read first, write later. It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
4. Review, review, then send. There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
5. An online classroom is still a classroom. Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
6. The language of the Internet. Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :- ) or :-( ), but avoid overusing them.
7. Consider the privacy of others'. Ask permission prior to giving out a classmate's email address or other information.
8. No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden. Any students that persist in behavior deemed inappropriate by the instructor after being warned will be reported to the Office of Student Services.

**Late Work/Extensions:**

Health Services Management courses require time and effort for success. Full participation is expected and is essential for success in the course. Less than full participation and incomplete assignments will diminish your grade. Appropriate email and online etiquette are required. Please be sure to use complete sentences when using email and address the professor and each other in a professional manner. If you find you are having difficulty with the course material, it is YOUR responsibility to make an appointment with the instructor by first discussing your situation with your instructor by email or phone call. If you miss an assignment due to illness or court, you must submit written medical documentation (from a medical professional) or a court subpoena to support this. Persons caught cheating on any assignments will receive a zero for that assignment and the Dean's office will be notified.

**Classroom Etiquette:**

You are expected to (1) be responsible for your work, (2) be committed to learning, (3) be courteous to students and instructors, (4) submit quality work, (5) submit all course work, assignments, and examinations on time; (6) participate in discussions and team assignments, (7) carefully edit all communications, and (8) be honest and maintain an ethical behavior.



## Institutional Policies & Procedures

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### Academic Integrity

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in

examinations, and the responsible use of the Internet. See the [college catalog](https://lssc.smartcatalogiq.com/2019-2020/Catalog-and-Student-Handbook/College-Policies-Procedures/Academic-Integrity) (<https://lssc.smartcatalogiq.com/2019-2020/Catalog-and-Student-Handbook/College-Policies-Procedures/Academic-Integrity>), for complete statement.

## Basic Needs Statement

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at [deanofstudents@lssc.edu](mailto:deanofstudents@lssc.edu) (<mailto:deanofstudents@lssc.edu>). The deans will then be able to share any resources at their disposal.

## Course Content

- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas.
- LSSC course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically. Courses will not be modified to accommodate variations in student age and/or maturity.
- This course will be presented objectively and is not presented to espouse, promote, advance, inculcate, or compel any individual to adopt as a belief any of the subjects of the discussion that may be construed as concepts constituting discrimination based on race, color, sex, or national origin as provided by Florida law. Please note that I do not endorse such concepts but present them for academic discussion and consideration. The law does not prohibit discussion of such concepts in an objective manner and without endorsement. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

## Important Information for Students with Disabilities

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](https://www.lssc.edu/current-students/student-accessibility-services/) (<https://www.lssc.edu/current-students/student-accessibility-services/>).

## Initial Attendance

Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain in the class (PRO 3-05).

## LSSC Safety Statement

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg

(352) 536-2143 South Lake

(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety \(https://www.lssc.edu/safety/\)](https://www.lssc.edu/safety/) web page.

## Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

## Syllabus Disclaimer

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to students.

## Syllabus Statement

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is **prohibited**. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the LSSC Student Code of Conduct.

## Zero-Tolerance for Violence Statement

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

## Withdrawal

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

## Student Assessment

Students will be evaluated using methods such as essays, tests, quizzes, assignments, discussions, oral presentations, and projects.

## Withdrawal Deadline

**Add Date:** Sunday, January 14, 2024

**Drop Date:** Sunday, January 14, 2024

**Withdrawal Date:** Monday, March 25, 2024

## Class Calendar

Week	Due Date	Objectives & Reading Assignments	Items Due
1	DUE 1/14	<p>Read the Concourse syllabus and the "Getting Started" info and post an introduction</p> <p>Read Introduction to Coding (pre-Chapter 1), and Chapter 1</p> <p>Practice using CM Codebook and <a href="#">ICD10 Encoder</a> free encoder for CM codes</p> <p>ICD10-CM 2023 Online Coding Manual (searchable pdfs in sections)</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Introduction Discussion Post (10 pts)</p> <p>Ch 1 (CM Coding) Discussion (10 pts)</p> <p>Medicare Learning Network Intro to ICD-10-CM Coding - certificate (15 pts)</p> <p>Introduction to Coding and Chapter 1 quiz (10 pts)</p>
2	DUE 1/21	<p>Read Chapters 3&amp;25</p> <p>SLO HIM2410 #3</p>	<p>Chapters 3&amp;25 assignment (40 points)</p> <p>Chapters 3&amp;25 Quizzes (20 pts)</p>



Week	Due Date	Objectives & Reading Assignments	Items Due
3	Due 1/28	<p>Practice using PCS Codebook and <a href="#">ICD10 Encoder</a> free encoder for PCS codes</p> <p>Read Chapters 2 &amp; 4</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Ch 2 (PCS coding) Discussion (10 pts)</p> <p>Medicare Learning Network Intro to ICD-10-PCS Coding - certificate (15 pts)</p> <p>Ch 4 Assignments from text (25 pts);</p> <p>Ch 2 quiz (10 pts)</p> <p>Ch 4 quiz (10 pts)</p>
4	Due 2/4	<p>Read Chapter 5</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Assignments from text and using free encoder (25 pts); Ch 5 quiz (10 pts)</p>
5	Due 2/11	<p>Read Chapters 6 &amp; 7</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Assignments from text and using free encoder (50 pts); Ch 6&amp;7 quizzes (20 pts)</p>
6	Due 2/18	<p>Read Chapters 8&amp;9</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Assignments from text and using free encoder (50 pts); Ch 8&amp;9 quizzes (20 pts)</p>
7	Due 2/25	<p>Read Chapters 10&amp;11</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Assignments from text and using free encoder (50 pts); Ch 10&amp;11 quizzes (20 pts)</p>
8	Due 3/3	<p>Read Chapter 12</p> <p>SLO HIM2410 #1&amp;2</p>	<p>Assignments from text and using free encoder (25 pts); Ch 12 quiz (10 pts)</p>

Week	Due Date	Objectives & Reading Assignments	Items Due
9&10	Due: 3/10 (Grace to end of Spring Break, 3/17)	Read Chapters 13&14  SLO HIM2410 #1&2	Assignments from text and using free encoder (50 pts); Ch 13&14 quizzes (20 pts)
11	Due 3/24	Read Chapters 15&16  SLO HIM2410 #1&2	Assignments from text and using free encoder (50 pts); Ch 15&16 quizzes (20 pts)
12	Due 3/31	Read Chapters 17&18  SLO HIM2410 #1&2	Assignments from text and using free encoder (50 pts); Ch 17&18 quizzes (20 pts)
13	Due 4/7	Read Chapters 19&20  SLO HIM2410 #1&2	Assignments from text and using free encoder (50 pts); Ch 19&20 quizzes (20 pts)
14	Due 4/14	Read Chapters 22A & B & Chapter 23  SLO HIM2410 #1&2	Assignments from text and using free encoder (75 pts); Ch 22A&B,&23 quizzes (20 pts)
15	Due 4/21	Read Chapters 21&24  Review notes for final exam and take the practice test "mock" final exam to see type of questions on the final  SLO HIM2410 #1&2	Assignments from text and using free encoder (50 pts); Ch21&24 quizzes (20 pts)
Final Exam	Final Exam online, due Thursday 4/25	Take Final Exam  SLOs HIM2410 #1-2  Enjoy Summer!	Final Exam (100)