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

ICD Coding 2 HIM-2412

Spring Full Term 2024   CRN 20663   3 Credits   01/08/2024 to 04/27/2024   Modified 01/07/2024

🕐 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
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 is a continuation of HIM 2410 and builds on skills in using the International Classification Of Diseases CM and PCS system to code diagnoses and acute care procedures. Coding of conditions and related procedures not addressed in the previous course are covered. Reimbursement methodologies for acute care and other healthcare settings, as well as coding ethics, data quality and integrity are explored. Examples of patient records, and exercises using coding manuals and software tools provide practice in coding and sequencing diagnoses and procedures.

Requisites

Prerequisite: C or higher in HIM 2410 and BSC 2086C (BSC 2086C can be taken as co-requisite)

◎ Course Objectives

Objectives are defined as what the course will do and/or what the students will do as part of the course. Students will demonstrate intermediate to expert level interpretation and analysis of the medical record to assign and sequence codes using the current version of the International Classifications of Diseases CM and PCS code sets, coding guidelines and rules governing reimbursement, hospital revenue cycle, documentation integrity and auditing coded data.

▁█ Student Learning Outcomes

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:

HIM2412.1 - Apply diagnosis/procedure codes according to current guidelines (UHDDS, ICD, SNOMED and DSM in this course; OASIS, HEDIS, DEEDS, CPT and HCPCS covered in other courses).
HIM2412.2 - Evaluate the accuracy of diagnostic and procedural coding
HIM2412.3 - Apply diagnostic/procedural groupings (DRG, MS-DRG)
HIM2412.4 - Evaluate the accuracy of diagnostic/procedural groupings
HIM2412.5 - Evaluate the revenue cycle management processes (inpatient Hospital covered in this course including utilization review and case management/care coordination)
HIM2412.6 - Analyze current regulations and established guidelines in clinical classification systems (Includes Severity of illness, present on admission, hospital acquired conditions and UHDDS guidelines)

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

HIM2412 Only Requires Current Year Codebooks (Those taking AHIMA's certification exam by March 31 of the following year, must use current year codebooks to take the CCS or CCS-P or CCA exams).

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/)

☰ Technology Requirements

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

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.

All assignments will be graded within 72 hours following the due date.

Assignment Overview & Grade Breakdown:

Category	Description	Points or %
Assignments	Introduction Discussion. Applied Coding Scenarios in Canvas using the current year codebooks and the free encoder at www.icd10data.com. Students will also audit coded records (inpatient) and complete an open-book assessment with questions about coding guidelines and coding compliance	525
Team Project	Teams will research select topics (Revenue Cycle Management Inpatient Hospital including Value-based programs; Quality rating programs for hospitals such as 5-star; HCC Coding for physicians...) and post a presentation to the discussion board. Each student will then provide substantive feedback to each of the other topics.	75
Test	Comprehensive Final Exam	100
	Total Points	700

✳ 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

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) 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). 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/).

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 Part99) 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	Begins	DUE Date	Objectives & Reading Assignments	Items Due
1	1/8	1/14	Review CM and PCS coding guidelines (Posted in Canvas) and review the text from HIM2410 Chapters 1 & 2 (Overview of CM and of PCS Coding). Coding Self-Test - Select and Case Studies Review team assignments in Canvas and note the presentation will be due in Week 14 with replies to other teams due in Week 15 SLOs HIM2412 #1-5	Canvas Orientation; CM and PCS coding exercises from the coding self-test at the end of the HIM2410 text (also available in Canvas under Student Resources) and case studies (25 pts) Confirm review of general course/student resources available (10 pts)
2	1/15	1/21	Read the materials in Canvas and review the text from HIM2410, Ch 4&7 (Coding Infectious/Parasitic & Endocrine Diseases/Disorders). Refer to any applicable CM and PCS Guidelines in completing the Assignments. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder at www.icd10data.com
3&4	1/22	2/4	Read the materials in Canvas and review the text from HIM2410, chapters covering: (Coding Nervous System, Sense Organs, Mental, Behavioral, neurodevelopmental, Eye, Adnexa, Ear and Mastoid Process Diseases/Disorders). Refer to any applicable CM and PCS Guidelines. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder;
5&6	2/5	2/18	Read the materials in Canvas and review the text from HIM2410, Chapters covering (Coding Neoplasms, Blood, Blood Forming Organs and the Immune Mechanism Diseases/Disorders). Refer to any applicable CM and PCS Guidelines in completing the Assignments. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder;

Week	Begins	DUE Date	Objectives & Reading Assignments	Items Due
7&8	2/19	3/3	Read the materials in Canvas and review the text from HIM2410, Chapters covering (Coding Circulatory and Respiratory Diseases/Disorders). Refer to any applicable CM and PCS Guidelines in completing the Assignments. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder;
9&10	3/4	3/17	Read the materials in Canvas and review the text from HIM2410, Chapters covering (Coding External Causes, Digestive System, Skin/Subcutaneous, Musculoskeletal/Connective Tissue and Injury, Poisoning Diseases/Disorders). Refer to any applicable CM and PCS Guidelines in completing the Assignments. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder;
11-12	3/18	3/31	Read the materials in Canvas and review the text from HIM2410, chapters covering (Coding Genitourinary, Pregnancy/Childbirth, Conditions Originating in the Perinatal Period & Congenital Malformations/Abnormalities). Refer to any applicable CM and PCS Guidelines in completing the Assignments. SLOs HIM2412 #1-5	CM and PCS coding exercises using a combination of the codebooks and the free encoder;
13-14	4/1	4/14	Research Project Due (Discussion Board) Assessment of general ICD-10-CM Coding and Compliance knowledge – open book (SLOs HIM2412.1-6)	Assessment due Final project due.
15	4/15	4/21	Review for the final. There are study notes and sample test questions in Canvas. SLOs HIM2412 #1-6)	Optional practice test for final exam.

Week	Begins	DUE Date	Objectives & Reading Assignments	Items Due
Final	4/22	THURS 4/25	Final exam online *(2 hours after start time to complete)*. SLO's HIM 2412 #1-6. OPEN Book but if you take too much time looking up information, you may not finish in time and will lose points for anything not answered	Final Exam