Pellissippi State Community College
Master Syllabus

SURVEY OF CODING
ADMN 1307

Class Hours: 3.0   **Credit Hours**: 3.0

Laboratory Hours: 0.0   **Revised**: Fall 2017

Catalog Course Description

This course provides an overview of coding and classification systems in a variety of healthcare settings. Topics include classification and coding systems emphasizing ICD and CPT, reimbursement/billing systems, and coding's relationship to health information management. Upon completion, students should be able to apply coding principles to correctly assign ICD and CPT codes and utilize electronic filing for reimbursement.

Prerequisite(s)

ADMN 1306

Co-requisite(s)

None

Textbooks(s) and Other Course Materials

1. Essentials of Health Information Management Principles and Practices, 2nd edition, Michelle Green and Mary Jo Bowie, Delmar Cengage Learning.
   ISBN 978-1-4390-6018-6
2. Medical Coding What It Is and How It Works, 2nd edition, Patricia Aalseth, Jones & Bartlett, ISBN 978-1-284-05457-6TBA

Week/Unit/Topic Basis

Week	Chapter	Topic
1		Introduction to Health Care Delivery Systems and Health Information Management Professionals
2		Health Care Settings and Legal Aspects of Health Information Management
3		The Patient Record
4		Content of the Patient Record
5		Electronic Health Records and Mobile EHR Apps
6		Comprehensive Exam I
7		Numbering and Filing Systems
8		Indexes, Registers, and Health Data Collection
9		Introduction to Coding and Reimbursement
10		CPT Coding
11		CPT Coding
12		ICD CM Coding
13		ICD CM Coding

| 14 | | ICD PCS Coding |
| 15 | -- | Comprehensive Exam II |

Course Goals

NOTE: Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

The course will

A. Support accurate billing through coding, charge master, claims management, and bill reconciliation processes. (I, II, IV, VI)
B. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative. (IV, VI)
C. Confirm accuracy of diagnostic/procedural groupings. (I, V, VI)
D. Identify and explain terminology related to medical insurance and reimbursement. (II, III)
E. Provide reimbursement methods for billing or reporting. (I, III, VI)
F. Authenticate that the data on the insurance claim form correctly reflects the services provided. (III, VI)
G. Confirm the accuracy of the required data elements on the insurance claim form. (I, III, V)

Expected Student Learning Outcomes

NOTE: Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

The student will

1. Apply diagnosis/procedure codes according to current nomenclature. (A, C, E, F, G)
2. Discuss established guidelines in code assignment. (A, B, D, F, G)
3. Describe importance of clinical information found in the health record. (A, C, D, F, G)
4. Resolve discrepancies between coded data and supporting documentation. (A, C, F, G)
5. Identify and describe insurance claim management and bill reconciliation processes related to validating data elements. (A, F, G)

Evaluation

Testing Procedures: 65% of grade

Testing will consist of chapter tests (15%) and two comprehensive exams (50%).

Laboratory Expectations: 0% of grade

Field Work: 0% of grade

Other Evaluation Methods: 35% of grade

Homework assignments (10%) and quizzes and participation (25%) will comprise 35 % of the grade.

Grading Scale

     A 92 – 100
     B+ 89 – 91
     B 82 – 88
     C+ 79 – 81
     C 72 – 78
     D 65 – 71
     F 0 - 64

Policies

Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:
- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via Disability Services email or by visiting Alexander 130.