EDISON STATE COLLEGE
Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR: ADJUNT - TBD   **OFFICE LOCATION:**

E-MAIL: **PHONE NUMBER:**

OFFICE HOURS: MONDAYS   **SEMESTER: SPRING 2010**
                     TUESDAYS
                     WEDNESDAYS
                     THURSDAYS
                     FRIDAYS

I.   **HIM2222 – Basic ICD-9-CM Coding – 4 Credits**
THIS COURSE PROVIDES A FOUNDATION USING ICD-9-CM CODING CONVENTIONS, RULES, METHODOLOGY AND SEQUENCING, DATA SETS, DOCUMENTATION REQUIREMENTS, CODING RESOURCES AND ETHICS.

II.   **PREREQUISITES FOR THE COURSE:**
HSC1531 – Medical Terminology
BSC1084C – Anatomy and Physiology
HIM1430 – Principles of Disease

        CO-REQUISITES: **None**

III.   **GENERAL COURSE INFORMATION:** Topic Outline

- Unit I: Format and conventions and Current Coding Practices for ICD-9-CM
- Unit II: Use of Supplementary Classifications
- Unit III: Coding of Signs and Symptoms
- Unit IV: Coding of Diseases by Body System
- Unit IV: Preview of ICD-10-CM and ICD-10-PCS

IV.   **LEARNING OUTCOMES AND ASSESSMENT:**

GENERAL EDUCATION COMPETENCIES:
General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:
At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
1. Explain the format and organization of ICD-9-CM.		
2. Describe the volumes and content of ICD-9-CM.		
3. List and describe the chapters of ICD-9-CM.	Students will demonstrate competency in these outcomes by successfully completing one or more of the following assessments:	
4. Describe the diagnostic and procedure codes used in ICD-9-CM.		
5. Explain the diseases and conditions that are associated with the various diagnostic chapters of ICD-9-CM.		
6. Explain the procedures that are associated with the various procedural chapters of ICD-9-CM.	Chapter Exercises	COM, CT, TIM
7. Assign ICD-9-CM diagnostic and procedural codes to diagnosis and procedure statements.	Chapter Reviews	COM, CT, TIM
8. Assign ICD-9-CM diagnostic and procedural codes to case studies.	Chapter Tests	COM. CT, TIM
9. Assign ICD-9-CM diagnosis and procedure codes using encoder software.	Comprehensive Final Exam	COM, CT, TIM

V.   DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES
Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI.   REQUIREMENTS FOR THE STUDENTS:

- Learning methodologies include reading, group discussions, case studies, lab assignments, writing assignments and tests.
- PREPARATION
  - Students are expected to complete the assigned reading prior to class as indicated.
    - Students are expected to be able to discuss information contained in the assigned readings.
    - In addition, chapter lab assignments will be given each week and checked for completion.
- All assignments must be submitted in Microsoft Word. Any assignments submitted in rich text, Word Perfect, Word Pad, or any other format will not be accepted and will be returned ungraded. If you are currently using the new Microsoft VISTA operating system, please convert your document to Microsoft Word before submitting any electronic files.
- LATE SUBMITTALS will be downgraded.
  - Grades for late assignments will be reduced a minimum of one letter grade, if received within one week of the due date. **No work will be accepted more than one week past the due date unless there is documented proof of an extraordinary event outside of the control of the student.** In this event, it is the decision of the professor as to how much time, if any, will be allowed to complete the late assignments.
  - If the assignment is not submitted within one week past the due date, the student will receive a zero for the assignment. Students failing to complete all required assignments and examinations will not receive credit for the course.

VII.   ATTENDANCE POLICY:

- Attendance is taken each week.
- Students are responsible for obtaining missed lecture information due to absence.
- **Absences totaling more than three sessions will result in a failing grade.**

VIII. **GRADING POLICY:**

1.	Chapter Reviews	35%
2.	Chapter Tests	35%
3.	Final Exam	30%

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

Due dates as specified in the Class Schedule are to be followed. Failure to submit the assignment on the specified due date will result in a downgrade of 10 points off the score.

All required components must be completed in order to receive a final grade in this course.

IX. **REQUIRED COURSE MATERIALS:**

Leon-Chisen, Nelly (2010). *Faye Brown's ICD-9-CM Coding Handbook 2010.* Chicago, IL.: American Hospital Association Press.

ICD-9-CM, Volumes 1, 2, & 3 2010.

Microsoft Office (Word, PowerPoint, Excel, Access)

X. **RESERVED MATERIALS FOR THE COURSE:**
None at this time.

XI. **CLAST COMPETENCIES INVOLVED IN THIS COURSE.**
None

XII. **CLASS SCHEDULE:**

Date	Topic	Homework	Due Date
Week 1 1/11/2010	Chapter 1 - Introduction to ICD-9-CM Chapter 2 – ICD-9-CM Conventions Chapter 3 – Uniform Hospital Discharge Data Set Chapter 4 – The Medical Record as a Source Document Chapter 5 – Basic Coding Steps Chapter 6 – Basic Coding Guidelines	Read Chapters 1-6 Complete chapter exercises Complete chapter reviews Quiz Chapters 1-6 Read Chapter 7	1/18/2010

Week 2 1/18/2010	Chapter 7 – Coding Guidelines for Operations and Procedures	Complete chapter exercises Complete chapter reviews Quiz for Chapter 7 Read Chapters 8 and 9	1/25/2010
Week 3 1/25/2010	Chapter 8 – V and E Codes Chapter 9 Symptoms, Signs, and Ill-Defined Conditions	Complete chapter exercises Complete chapter reviews Quiz for Chapter 8 & 9 Read Chapters 10-12	2/1/2010
Week 4 2/1/2010	Chapter 10 – Infectious and Parasitic Diseases Chapter 11 – Endocrine, Metabolic, and Nutritional Diseases and Immune-System Disorders Chapter 12 – Mental Disorders	Complete chapter exercises Complete chapter reviews Quiz for Chapters 10-12 Read Chapters 13 & 14	2/8/2010
Week 5 2/8/2010	Chapter 13 – Diseases of the Blood and Blood-Forming Organs Chapter 14 – Diseases of the Nervous System and Sense Organs	Complete chapter exercises Complete chapter reviews Quiz for Chapters 13 & 14 Read Chapters 15 – 17	2/15/2010
Week 6 2/15/2010	Chapter 15 – Diseases of the Respiratory System Chapter 16 – Disease of the Digestive System Chapter 17 – Diseases of the Genitourinary System	Complete chapter exercises Complete chapter reviews Quiz for Chapters 15-17 Read Chapters 18 & 19	2/22/2010
Week 7 2/22/2010	**Chapter 18 – Diseases of the Skin and Subcutaneous Tissue** **Chapter 19 – Diseases of the Musculoskeletal System and Connective Tissue**	Complete chapter exercises Complete chapter reviews Quiz for Chapters 18 & 19 Read Chapters 20 & 21	3/1/2010
Week 8 3/1/2010	Chapter 20 – Complications of Pregnancy, Childbirth and the Puerperium Chapter 21 – Abortion and Ectopic Pregnancy	Complete chapter exercises Complete chapter reviews Quiz for Chapters 20-21 Read Chapters 22-23	3/15/2010
Week 9 3/8/2010	**SPRING BREAK – NO CLASSES**		
Week 10 3/15/2010	Chapter 22 – Congenital Anomalies Chapter 23 – Perinatal Conditions	Complete chapter exercises Complete chapter reviews Quiz for Chapter 22-23 Read Chapter 24	3/22/2010
Week 11 3/22/2010	Chapter 24 – Diseases of the Circulatory System	Complete chapter exercises Complete chapter reviews Quiz for Chapter 24 Read Chapter 25	3/29/2010
Week 12 3/29/2010	Chapter 25 – Neoplasms	Complete chapter exercises Complete chapter reviews Quiz for Chapter 25 Read Chapters 26-27	4/5/2010
Week 13 4/5/2010	Chapter 26 – Injuries Chapter 27 – Burns	Complete chapter exercises Complete chapter reviews Quiz for Chapter 26-27 Read Chapters 28-29	4/12/2010
Week 14 4/12/2010	Chapter 28 – Poisoning and Adverse Effects of Drugs Chapter 29 – Complications of Surgery and Medical Care	Complete chapter exercises Complete chapter reviews Quiz for Chapter 28-29 Read Chapters 30-34	4/19/2010
Week 15 4/19/2010	Chapter 30 – Introduction to the ICD-10-CM and ICD-10-PCS Classifications Chapter 31 – ICD-10-CM Chapter 32 – ICD-10-PCS Chapter 33 - Preparing for ICD-10-CM and ICD-10-PCS Chapter 34 - Implementation Issues for ICD-10-CM and ICD-10-PCS	Complete chapter exercises Complete chapter reviews Quiz for Chapter 30-34	4/26/2010

Week 16 4/26/2010	Review for Final Exam	Study for Final Exam	
Week 17 5/3/2010	Comprehensive Final Exam		

XIII.   OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

HIM Associate Degree Entry-Level Competencies
Domains, Subdomains, and Tasks
For 2006 and beyond

I. Domain: Health Data Management
C. Subdomain: Clinical Classification Systems
      1. Use and maintain electronic applications and work processes to support clinical classification and coding
      2. Apply diagnosis/procedure codes using ICD-9-CM.
      3. Adhere to current regulations and established guidelines in code assignment.
      4. Validate coding accuracy using clinical information found in the health record.
      5. Resolve discrepancies between coded data and supporting documentation.

IV. Domain: Information Technology and Systems

A. Subdomain: Information and Communication Technologies
      1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
      2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
      3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.