

EDISON STATE COLLEGE

Division of Health Professions

COMMON COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. HIM2816 Professional Practice Experience II –AS- 2 Credits

Directed practice designed to provide the student with a strong foundation in medical coding and revenue management. Activities will include inpatient, ambulatory surgery, emergency room and physician office coding and billing.

II. PREREQUISITES FOR THE COURSE:

HIM1000, HIM2222, HIM2253, HIM1140 and permission of HIM Program Director

CO-REQUISITES: HIM2283 Advanced Coding and Reimbursement

III. GENERAL COURSE INFORMATION: Topic Outline

- Physician Office Coding Practice
- Emergency Room Coding Practice
- Ambulatory Surgery Coding Practice
- Inpatient Coding Practice
 - Medical Cases
 - Surgical Cases
 - Obstetric Cases
 - Pediatric/Newborn Cases
- Coding Quality Review
- The Billing Process
- Chargemaster Review
- Reimbursement Methodologies

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.

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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
Assign ICD-9-CM and CPT-4 codes to physician office records.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Assign ICD-9-CM and CPT-4 Codes to emergency room records for physician billing.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Assign ICD-9-CM and CPT-4 codes to emergency room records for facility billing.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Assign ICD-9-CM and CPT-4 codes to ambulatory surgery records.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Assign ICD-9-CM codes to inpatient records.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Abstract data into computer systems for billing and reporting.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Perform a coding quality review to assess current coding accuracy.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Perform a review of a chargemaster document to ensure accurate code assignment.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Prepare and submit a patient bill using billing software.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Use encoder and grouper software to assign diagnosis related group category.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Calculate the inpatient case mix index for a specified period of time.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM, QR
Define the current prospective payment systems in use for various delivery settings.	Student will perform the process under supervision and complete questions related to the topic.	CT, TIM, COM
Prepare a project portfolio to present activities completed during the experience.	Student will be assessed by presentation of an assignment notebook, daily reflective journal	GSR, CT, TIM, COM

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	and assignments.	
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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:

VII. ATTENDANCE POLICY:

VIII. GRADING POLICY:

IX. REQUIRED COURSE MATERIALS:

X. RESERVED MATERIALS FOR THE COURSE:

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

XII. CLASS SCHEDULE:

XIII. OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES: