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| **PROFESSOR:** | **PHONE NUMBER:** |
| **OFFICE LOCATION:** | **E-MAIL:** |
| **OFFICE HOURS:** | **SEMESTER:** |

1. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

**HIM 2724 BASIC ICD-10 CODING (3 CREDITS)**

This course provides a foundation using ICD-10-CM/PCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics.

1. **PREREQUISITES FOR THIS COURSE:**

CGS 1100, HSC 1531, HIM 1140, HIM 1430, and BSC 1084C all with a grade of C or higher

**CO-REQUISITES FOR THIS COURSE:**

None

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

* Unit I: Introduction to coding, ethics, format, conventions and current coding practices for ICD-10-CM/PCS
* Unit II: Coding of diseases and procedures by body system

1. **All courses at Florida SouthWestern State College contribute to the general education program by meeting one or more of the following general education competencies:**

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the trans-disciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

**A.**  **General Education Competencies and Course Outcomes**

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

* Integrate coding guidelines to assign diagnosis and procedure codes.

1. **Other Course Objectives/Standards**

* Explain the format and organization of ICD-10-CM/PCS.
* Utilize the volumes and content of ICD-10-CM/PCS.
* Identify diagnostic and procedure code formats.
* Apply UHDDS definitions to correctly identify and code reportable diagnoses and procedures.
* Explain the concept of ethical coding.
* Apply official guidelines for coding and reporting ICD-10-CM codes for all care settings.
* Apply official guidelines for coding and reporting ICD-10-PCS codes for inpatient facility based care settings.
* Differentiate between facility-based and professional fee coding and reporting.
* Demonstrate proficiency in encoder software application use.

1. **DISTRICT-WIDE POLICIES:**

**Programs for Students with Disabilities**

Florida SouthWestern 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. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

**REPORTING TITLE IX VIOLATIONS**

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct.  Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at [equity@fsw.edu](mailto:equity@fsw.edu).  Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online.  Additional information and resources can be found on the College’s website at <http://www.fsw.edu/sexualassault>.

1. **REQUIREMENTS FOR THE STUDENTS:**

* Learning methodologies include reading, group discussions, case studies, lab assignments, writing assignments and tests.
* Students are expected to do their own work on all assignments unless expressly stated by the instructor that group work is permitted.
* 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.
* Correct English composition is expected on all assignments, discussions, posts, and presentations.  ***A deduction of 25% will be made for English composition errors.*** Students will need to make corrections and resubmit the assignment if a better grade is desired. The Writing Center in Academic Support provides assistance with writing skills. Students are expected to seek out the assistance of The Writing Center services if help is needed relative to English composition skills. <http://www.fsw.edu/academicsupport/gethelp/1>
* LATE SUBMITTALS.
  + **No work will be accepted 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.
  + **Students failing to complete all required assignments and examinations will not receive credit for the course and will receive a grade of “F”.**

1. **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.**
2. **GRADING POLICY:**

*(Insert your grading scheme for this specific course.)*

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

**Academic Dishonesty (Cheating)** is defined as completing written assignments, quizzes or exams with unauthorized electronic, written or verbal assistance.  It is also defined as providing unauthorized electronic written or verbal assistance to another student during a required assignment, quiz or exam.  Academic dishonesty is unacceptable behavior.  This behavior is subject to sanctions ranging from complete loss of credit on a required assignment, quiz or exam to dismissal from the Health Information Technology or Medical Information Coding and Billing program.

1. **REQUIRED COURSE MATERIALS:**

*(In correct bibliographic format.)*

1. **RESERVED MATERIALS FOR THE COURSE:**

*(Other special learning resources if applicable.)*

1. **CLASS SCHEDULE:**

*(This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.)*

1. **ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

*(AHIMA Domains addressed in this specific course. And that would be useful to the students in the class such as cell phone use, laptop/tablet/computer use, classroom courtesy, etc.)*