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

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

**HIM 2729 ADVANCED CODING AND REIMBURSEMENT (2 CREDITS)**

This course is designed to provide the student with instruction in the application of guidelines related to the abstracting, billing, reimbursement and data quality management principles of medical coding across all care settings.

1. **PREREQUISITES FOR THIS COURSE:**

HIM1000, HIM2724, HIM2253 -all with a grade of C or better

**CO-REQUISITES FOR THIS COURSE:**

None

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

* Coding for Professional Services
* Coding for Facility Services
  + Hospital Inpatient
  + Hospital Outpatient
    - Emergency Room
    - Ambulatory Surgery
    - Clinics
* Coding for Data Quality
* Coding and the Billing Process
* Reimbursement Methodologies

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:

* Apply policies and procedures for the use of data required in healthcare reimbursement.

1. **Other Course Objectives/Standards**

* Apply diagnosis/procedure codes according to current guidelines
* Evaluate the accuracy of diagnostic and procedural coding
* Apply diagnostic/procedural groupings
* Evaluate the accuracy of diagnostic/procedural groupings
* Utilize software in the completion of HIM processes
* Apply policies and procedures for the use of data required in healthcare reimbursement
* Evaluate the revenue cycle management processes
* Analyze current regulations and established guidelines in clinical classification systems.
* Determine accuracy of computer assisted coding assignment and recommend corrective action
* Identify potential abuse or fraudulent trends through data analysis
* Assess quality and adequacy of documentation
* Clarify conflicting, ambiguous, or non-specific information appearing in a medical record
* Identify cases needing queries process for clarification of code assignment
* Create physician queries related to incomplete or ambiguous information
* Using suggested guidelines, write queries to address ambiguous information
* Utilize encoder/grouper software for coding and DRG assignment
* Use references in the encoder (Coding Clinic, CPT Assistant, lab and pharmacy references)
* Analyze case mix data.
* Define Revenue Cycle Management and its components.
* Create justification for an EOB claim related to medical necessity
* Review current trends in billing and common billing errors (RAC, QIO, etc)
* Review current ethical considerations related to coding and reimbursement
* Analyze the elements and practice of a Coding Compliance program including
* Apply Clinical Documentation Improvement practices
* Analyze current regulations and established guidelines in clinical classification systems

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:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

1. **ATTENDANCE POLICY:**

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

1. **GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

1. **REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

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

Other special learning resources.

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:**

(Which would be useful to the students in the class.)