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

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

**HIM 2814C CODING OFFICE SIMULATION (2 CREDITS)**

Directed practice designed to provide the student with a strong foundation in facility and pro-fee medical coding. Activities will include the review, analysis and coding of inpatient, ambulatory surgery, emergency room and physician office health records according to established guidelines.

1. **PREREQUISITES FOR THIS COURSE:**

(HIM 1800C and HIM 2724) with a grade of “C” or better, and permission of the HIT Program Director

**CO-REQUISITES FOR THIS COURSE:**

HIM 2253

1. **GENERAL COURSE INFORMATION:** Topic Outline.
* Physician office coding practice
* Emergency Room coding practice
* Ambulatory surgery coding practice
* Inpatient coding practice for medical, surgical, obstetric, and pediatric/newborn cases
* Coding quality review
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 transdisciplinary 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 outcomes/objectives assessed in this course which play an integral part in the student’s general education along with the general education competency they support.

  General Education Competency: **Think**

 Course Outcomes or Objectives Supporting the General Education Competency:

* Demonstrate proficiency in integrating the theoretical topics with practical applications in the HIM simulation coding lab.

**B. Other Course Objectives/Standards**

* Demonstrate the ability to find patient information using an electronic health record system.
* Apply diagnosis/procedure codes according to current guidelines for all care settings.
* Evaluate the accuracy of diagnostic and procedural coding.
* Apply diagnostic/procedural groupings.
* Evaluate the accuracy of diagnostic/procedural groupings.
* Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient’s progress, clinical findings, and discharge status.
* Use encoder and grouper software accurately.
* Demonstrate professional and ethical behavior consistent with a Health Information Professional.
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.  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.)