Course Description

This course provides overview of ICD-10-CM. Emphasis will be placed on the principles, theories, concepts and applications required to code diseases and procedures using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) Classification System. Chapter specific guidelines are considered and students are given an opportunity to practice coding in a variety of medical scenarios.

Course Textbook


Additional Required Materials

**EncoderPro**

[www.encoderpro.com](http://www.encoderpro.com)

Encoder Pro will be utilized in this course to help students understand medical coding. If you completed HTH 2201, you should have created a user name and password, and you will continue to use the same login for this course. If you received transfer credit for HTH 2201, our bookstore will send you an access code to register with Encoder Pro.

You can the Encoder Pro User’s Manual that explains how to sign up and use EncoderPro at the following link: [https://www.optumcoding.com/content/updates/epro/um.pdf](https://www.optumcoding.com/content/updates/epro/um.pdf)

Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Integrate concepts of ICD-10-CM Coding and Reporting Guidelines for reimbursement purposes.
2. Identify specific guidelines for ICD-10.
3. Describe how ICD-10-CM replaces ICD-9-CM.
4. Describe the ICD-10-CM format.
5. List the official instructional notations in ICD-10-CM.
6. List and apply principles related to: anesthesia, surgery, and integumentary systems.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Outcomes**: Each unit contains Unit Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses unit material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook. Chapter presentations are provided in each unit study guide as Suggested Readings to aid students in their course of study. Suggested Readings are listed in each unit study guide. The reading itself is not provided in the course, but students are encouraged to read the resources listed if the opportunity arises as they have valuable information that expands upon the lesson material.

4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in each unit to aid students in their course of study.

5. **Unit Assessments:** This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of matching, multiple-choice questions, and written response questions.

6. **Unit Assignments:** Students are required to submit for grading a Unit Assignment in Unit I. Specific information and instructions regarding this assignment is provided below. A grading rubric is included with the Assignment. Specific information about accessing this rubric is provided below.

7. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

8. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, *Ask a Librarian*, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignment**

**Unit I Assignment**

**Using the Federal Register**

Locate a recent edition of the Federal Register that pertains to the Department of Health and Human Services. New editions are released daily.

- Go to the following website: [http://www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)
- Click the link on the right that says “Federal Register”
- Click on the most recent year. Click on a month, and then click on a day.
- Once you select an issue by the day it was released, scroll to the link titled “Health and Human Services Department”
- You will see a list of notices.
- Click on the link to the PDF to the right of the notice to view it.

Locate the following information in the issue:

1. Issuing office
2. Subject
3. Agency
4. Action
5. Summary
6. Dates
7. Further information
8. Supplementary information
9. Final Rule
The details are discussed on page 11 in the textbook. You may use the example on page 13 as a guide.

List the information in a word document, and submit for grading.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**APA Guidelines**

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide in the myCSU Student Portal by clicking on the “Citation Resources” link in the “Learning Resources” area. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

**Grading Rubrics**

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

**Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.**

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

**Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.**

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.](#)

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.
Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Assessments (8 @ 11%)</td>
<td>88%</td>
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<tr>
<td>Unit I Assignment</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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**Course Schedule/Checklist** *(PLEASE PRINT)*

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Reimbursement, HIPAA, and Compliance</th>
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</thead>
<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide&lt;br&gt;☐ <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>☐ Chapter 1: Reimbursement, HIPAA, and Compliance&lt;br&gt;☐ <strong>Suggested Reading:</strong> See Study Guide</td>
</tr>
<tr>
<td><strong>Submit:</strong></td>
<td>☐ Assessment&lt;br&gt;☐ Assignment</td>
</tr>
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</table>

| Notes/Goals: |

<table>
<thead>
<tr>
<th>Unit II</th>
<th>An Overview of ICD-10-CM</th>
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<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide&lt;br&gt;☐ <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>☐ Chapter 2: An Overview of ICD-10-CM&lt;br&gt;☐ <strong>Suggested Reading:</strong> See Study Guide</td>
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<td><strong>Submit:</strong></td>
<td>☐ Assessment</td>
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| Notes/Goals: |

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<thead>
<tr>
<th>Unit III</th>
<th>ICD-10-CM Outpatient Coding and Reporting Guidelines</th>
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<tbody>
<tr>
<td><strong>Review:</strong></td>
<td>☐ Unit Study Guide&lt;br&gt;☐ <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
</tr>
<tr>
<td><strong>Read:</strong></td>
<td>☐ Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines&lt;br&gt;☐ <strong>Suggested Reading:</strong> See Study Guide</td>
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<td><strong>Submit:</strong></td>
<td>☐ Assessment</td>
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| Notes/Goals: |
### Course Schedule

<table>
<thead>
<tr>
<th>Unit IV</th>
<th>Using ICD-10-CM</th>
</tr>
</thead>
</table>
| **Review:** | □ Unit Study Guide  
  □ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ **Chapter 4:** Using ICD-10 CM  
  □ **Suggested Reading:** See Study Guide |
| **Submit:** | □ **Assessment** |

| Notes/Goals: | |

<table>
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<tr>
<th>Unit V</th>
<th>Chapter-Specific Guidelines (ICD-10-CM, Chapters 1-10)</th>
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| **Review:** | □ Unit Study Guide  
  □ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ **Chapter 5:** Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)  
  □ **Suggested Reading:** See Study Guide |
| **Submit:** | □ **Assessment** |

| Notes/Goals: | |

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<tr>
<th>Unit VI</th>
<th>Chapter-Specific Guidelines (ICD-10-CM, Chapters 11-14)</th>
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| **Review:** | □ Unit Study Guide  
  □ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ **Chapter 6:** Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)  
  □ **Suggested Reading:** See Study Guide |
| **Submit:** | □ **Assessment** |

| Notes/Goals: | |

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<th>Unit VII</th>
<th>Chapter-Specific Guidelines (ICD-10-CM, Chapters 15-21)</th>
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</table>
| **Review:** | □ Unit Study Guide  
  □ **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | □ **Chapter 7:** Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)  
  □ **Suggested Reading:** See Study Guide |
| **Submit:** | □ **Assessment** |

| Notes/Goals: | |
## Unit VIII: Inpatient Coding

### Review:
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

### Read:
- Chapter 31: Inpatient Coding
- Suggested Reading: See Study Guide

### Submit:
- Assessment

**Notes/Goals:**