Course Syllabus

Course Description

Presents an overview of International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM). Emphasis is placed on the principles, theories, concepts and applications required to code diseases and procedures using the 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(s)


Additional Required Materials

EncoderPro
www.encoderpro.com

Encoder Pro will be utilized in this course to help students understand medical coding. If you completed HTH 2201 or HTH 2202, 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 and HTH 2202, our bookstore will send you an access code to register with Encoder Pro.

You can view the Encoder Pro User’s Manual, which explains how to sign up for and use EncoderPro, at the following link: www.optum360coding.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.
3. Distinguish ICD-10-CM from ICD-9-CM.
4. Examine the ICD-10-CM format.
5. List the official instructional notations in ICD-10-CM.
6. Apply ICD-10 coding principles related to anesthesia, surgery, and integumentary systems.

Credits

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

Course Structure

1. Study Guide: Course units contain a Study Guide that provide students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. Learning Outcomes: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. Unit Lesson: Unit Lessons, which are located in the Study Guide, discuss lesson material.
4. Reading Assignments: Units contain Reading Assignments from one or more chapters from the textbook and/or
outside resources.

5. **Suggested Reading:** Suggested Readings are listed within the Study Guide. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.

6. **Learning Activities (Non-Graded):** Non-graded Learning Activities are provided to aid students in their course of study.

7. **Discussion Boards:** Discussion Boards are part of all CSU Term courses. More information and specifications can be found in the Student Resources link listed in the Course Menu bar.

8. **Unit Assessments:** This course contains Unit Assessments, which test student knowledge on important aspects of the course. These tests may come in many different forms, ranging from multiple choice to written response questions.

9. **Unit Assignments:** Students are required to submit for grading Unit Assignments. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.

10. **Final Exam:** Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored (see below for additional information). You are permitted four (4) hours to complete this exam in the presence of your approved proctor. This is an open-book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

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

12. **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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**LibGuides**

Think of a LibGuide (a Library Guide) as a mini-website to help you with your assignments. It has relevant information such as databases, e-books, and websites specific to your courses. If you have any questions, please reach out to your friendly library staff.

Click [here](#) for the LibGuide for this course.

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**Unit Assignments**

**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, and record your findings:

1. issuing office,
2. subject,
3. agency,
4. action,
5. summary,
6. dates,
7. further information,
8. supplementary information, and
9. final rule.
In addition to providing the aforementioned information, include a summary explaining your findings.

For more information on the Federal Register, refer to page 11 in the textbook. You may use the example on page 13 as a guide.

Your assignment should be a minimum of one page in length.

Information about accessing the grading rubric for this assignment is provided below.

**Unit II PowerPoint Presentation**

A new student has joined our class and is struggling a bit with the ICD-10-CM conventions. You have been asked by your instructor to create a PowerPoint presentation that will help the new student gain confidence.

Create a minimum of an eight-slide presentation explaining the official instructional notation in the ICD-10-CM conventions (such as NEC/NOS, brackets, code first, code also). Additionally, make sure to explain why these details are important and are being used in the ICD-10-CM so that the new student can gain a deeper understanding.

You must use at least your textbook as an outside source. All sources used must be cited and referenced according to APA standards.

Information about accessing the grading rubric for this assignment is provided below.

**Unit IV PowerPoint Presentation**

Create a minimum of a 10-slide presentation that explains the steps to accurate coding. For each step, include detailed instructions about the coder’s role. Within your presentation, include the need specificity in diagnosis coding with multiple codes as well as how to report acute and chronic conditions, combination codes, residual effects, and late effects. Additionally, include the alphabetical index and tabular.

You must use at least your textbook as an outside source. Although not a required outside source, you may find the Centers for Disease Control and Prevention website helpful, which can be accessed by clicking the link below:


All sources used must be cited and referenced according to APA standards.

Information about accessing the grading rubric for this assignment is provided below.

**Unit VI Homework**

In the Unit VI Lesson, we practiced coding for “Report 1: Emergency Department Report,” which is located in the Step-by-Step Workbook. For this homework assignment, you will continue coding for Reports 2–5, which are located on pages 182–184 of the Step-by-Step Workbook.

Using Encoder Pro, create codes for information from Reports 2–5. Additionally, explain how you arrived at that code. Remember that you only need to focus on ICD-10; ICD-9 is no longer in use.

Complete the Unit VI Homework template located [here](http://example.com).

Information about accessing the 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 by clicking [here](http://example.com). 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) Discussion Board, (2) Assessment (Written Response), and (3) 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 Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

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 Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.

Final Examination Guidelines

Final Exams are to be administered to students by an approved Proctor. CSU approves two flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed Internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.

http://mycsu.columbiasouthern.edu

You are permitted four (4) hours to complete this exam in the presence of your approved Proctor. This is an open book exam. Only course textbooks, writing utensils, and a calculator, if necessary, are allowed when taking proctored exams.

You may use only your textbook as source material for your response. All source material must be referenced (paraphrased and quoted material must have accompanying citations). You may use the Publication Manual of the American Psychological Association (APA Style Guide) or the CSU Citation Guide for reference.

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.

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 e-mail your professor. Responses to your post will be addressed or e-mailed 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.

Schedule/Grading

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.
<table>
<thead>
<tr>
<th>Unit I</th>
<th>Reimbursement, HIPAA, and Compliance [Weight: 17%]</th>
</tr>
</thead>
</table>
| Read/View: | Unit I Study Guide  
Textbook: Chapter 1: Reimbursement, HIPAA, and Compliance  
Workbook: Chapter 1: Reimbursement, HIPAA, and Compliance  
Reading Assignments: (1 PowerPoint presentation, 3 articles, 1 video) |
| Discuss: | Unit I Discussion Board 2% |
| Submit: | Unit I Assessment 5%  
Unit I Assignment 10% |

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<tr>
<th>Unit II</th>
<th>An Overview of ICD-10-CM [Weight: 17%]</th>
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| Read/View: | Unit II Study Guide  
Textbook: Chapter 2: An Overview of ICD-10-CM  
Workbook: Chapter 2: An Overview of ICD-10-CM  
Reading Assignment: (1 PowerPoint presentation) |
| Discuss: | Unit II Discussion Board 2% |
| Submit: | Unit II Assessment 5%  
Unit II PowerPoint Presentation 10% |

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<tr>
<th>Unit III</th>
<th>ICD-10-CM Outpatient Coding and Reporting Guidelines [Weight: 7%]</th>
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| Read/View: | Unit III Study Guide  
Textbook: Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines  
Workbook: Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines  
Reading Assignments: (1 PowerPoint presentation, 5 articles) |
| Discuss: | Unit III Discussion Board 2% |
| Submit: | Unit III Assessment 5% |

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<th>Unit IV</th>
<th>Using ICD-10-CM [Weight: 17%]</th>
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| Read/View: | Unit IV Study Guide  
Textbook: Chapter 4: Using ICD-10-CM  
Workbook: Chapter 4: Using ICD-10-CM  
Reading Assignment: (1 PowerPoint presentation) |
| Discuss: | Unit IV Discussion Board 2% |
| Submit: | Unit IV Assessment 5%  
Unit IV PowerPoint Presentation 10% |

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<tr>
<th>Unit V</th>
<th>Chapter-Specific Guidelines (ICD-10-CM, Chapters 1-10) [Weight: 7%]</th>
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| Read/View: | Unit V Study Guide  
Textbook: Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)  
Workbook: Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)  
Reading Assignments: (1 PowerPoint presentation, 1 article, 1 video) |
| Discuss: | Unit V Discussion Board 2% |
| Submit: | Unit V Assessment 5% |
### Unit VI
**Chapter-Specific Guidelines (ICD-10-CM, Chapters 11-14)**

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<td>• Unit VI Study Guide</td>
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<td>• Textbook: Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)</td>
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<tr>
<td>• Workbook: Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)</td>
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<td>• Reading Assignments: (2 PowerPoint presentations)</td>
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<td>• Unit VI Homework</td>
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### Unit VII
**Chapter-Specific Guidelines (ICD-10-CM, Chapters 15-21)**

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<td>• Textbook: Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)</td>
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<tr>
<td>• Workbook: Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)</td>
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### Unit VIII
**Inpatient Coding**

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<td>• Unit VIII Study Guide</td>
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<td>• Textbook: Chapter 27: Inpatient Coding</td>
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<td>• Workbook: Chapter 27: Inpatient Coding</td>
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<td>• Reading Assignment: (1 PowerPoint presentation)</td>
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