



Coding and Classification II

Date 05/19/11

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COURSE NUMBER: HIM 150

PREREQUISITE(S): None

CO-REQUISITE(S): AHS 102, AHS 104, AHS 121, HIM 102, HIM 216, HIM 225

COURSE DESCRIPTIONS This course provides a hands on learning environment including those such as ICD 9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing, and statistics and the beginning foundation of the study of disease and procedural coding.

TEXTBOOK(S): CPT Professional Edition, American Medical Association, 2012
Hart, Anita, CD-9-CM Volume 1&2, Ingenix, 2012
Kachur, Karen; Gabbert, Wendy, HCPCS Level II, Ingenix, 2012

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Medical dictionary

METHOD OF INSTRUCTION: The course will be taught through real world learning experiences in medical offices.

GRADING SYSTEM:

94	-	100	=	A
85	-	93	=	B
75	-	84	=	C
70	-	74	=	D
Below	-	70	=	F

**GRADE
CALCULATION
METHOD:**

Quizzes	=	20%
Chapter tests	=	50%
Assignments	=	10%
Final Comprehensive Exam	=	20%
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		100%

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practicum, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least

one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

It is the student’s responsibility to participate in the class daily, and to find out what material was covered and assignments given in the event a student is absent. The student is responsible for all missed work.

A variety of assignments in the course are designed to assist the student’s comprehension and proper use of medical coding. The majority of chapter assignments are offered through a Black Board component of the course. Students must log in to complete these assignments. The assignments are opened and closed at specific times on specific dates.

All assignments submitted in hard copy are due at the start of the class unless otherwise indicated by the instructor. Any

assignment not submitted on the due date will receive a grade of zero. Any unannounced quizzes given on a day of absence cannot be made-up, and a grade of zero will be assigned.

All students will take a comprehensive final exam at the specified time and date on the schedule. If the final exam is not taken according to the schedule, the student will receive a grade of zero.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Explain documentation, reimbursement and compliance
- II. Determine level of service of evaluation and management services
- III. Coding for Anesthesia
- IV. Identify coding guidelines for surgery
- V. Coding for surgery
- VI. Coding for radiology, laboratory, and pathology
- VII. Coding in the Medicine section
- VIII. Assigning modifiers in surgery
- IX. Understand how to code operative notes
- X. Preparing for CPC exam through the AAPC

Instructor Contact Information:

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