

DAKOTA STATE UNIVERSITY

[Health Information Management Programs](#)

Fall 2008

PREFIX, NUMBER, AND TITLE:

HIM 160 ICD-9-CM Healthcare Coding Systems

INSTRUCTOR

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COURSE INFORMATION

MEETING TIME/PLACE:

Tuesday and Thursday 10:00 – 11:50 Technology Classroom Building Room 111

Internet Webcast for Distance Students Following Classroom Sessions

CREDIT: 3 Credit Hours

DESCRIPTION AND CATALOG YEAR:

Nomenclature and classification systems, diagnostic related groups and data abstracting techniques using automated and manual systems. Emphasis is placed on ICD-9-CM coding, coding resources and tools, and official coding guidelines. Concepts integrated into laboratory and computer experience

with assignments of codes to various clinical statements, scenarios, reports, and patient records. 2007-2008 Catalog. 3 credits.

PREREQUISITES:

HIM 130, Basic Medical Terminology
BIOL 323, Human Anatomy and Physiology
HIM 260, Fundamentals of Human Diseases

COMPUTER SKILLS USED: Computers will be used in this class. It is the student's responsibility to ensure that their personal computer is operational prior to the beginning of each class period.

The Tablet PC platform has been adopted across the DSU campus for all students and faculty, and tablet usage has been integrated into all DSU classes to enhance the learning environment. Tablet usage for course-related activities, note taking, and research is allowed and encouraged by DSU instructors. However, inappropriate and distracting use will not be tolerated in the classroom. Instructors set policy for individual classes and are responsible for informing students of class-specific expectations relative to Tablet PC usage. Failure to follow the instructor's guidelines will hinder academic performance and may lead to disciplinary actions. Continued abuse may lead to increased tablet restrictions for the entire class.

The student may be using word processing, database and spreadsheet software in this course. Dakota State University uses Microsoft Office 2007. Any student with the DSU-issued M295 tablet computer also has access to Office 2007. Off campus students will need access to word processing, spreadsheet, database management, or other comparable software programs. It is a recommendation to use Microsoft Office 2007; it is the student's responsibility to work with the instructor to ensure that assignments and other course materials are in a compatible format. Students using Office 2003 (and not migrating to Office 2007) may download a free reader at <http://homepages.dsu.edu/boldtj/filez/FileFormatConverters.exe> so that the 2003 Office programs can properly read the files of the people who do choose to upgrade to Office 2007. In addition, Dakota State University students may purchase a copy of Office 2007 software from the College of Business and Information Systems at a nominal fee.

There will be use of Internet browsers. In addition health information management specific software will be used. Information regarding the HIM software will be given at the time of assignments.

Students must be members of the American Health Information Management Association in order to utilize the membership resources, including the AHIMA Community of Practice sites.

Below are some URLs, which you might find helpful in answering your computing questions.

The first provides links to answer general DSU computing questions, changing passwords, dialup services and other “tech” and policy questions.
<http://support.dsu.edu/>

You can review computer requirements for any Internet class listed on the distance education website at
http://www.departments.dsu.edu/disted/getting_started/tech_requirement.htm

Your browser should support QuickTime movie. Instructions on how to download QuickTime can be found at:
<http://www.quicktime.com/>

Windows Media Player may be used to view lecture videos for HIM 160. The following link provides information on computer requirements for video streaming and provides a link on how to download Windows Media Player onto your computer.
http://www.departments.dsu.edu/disted/getting_started/tech_requirement.htm

You may need to install the Director Shockwave Flash plug-in from Macromedia's website: <http://www.macromedia.com/shockwave/download/> .

Some files may require Adobe Acrobat Reader plug-in. If you do not have this plug-in you can download it from Adobe's website at: <http://www.adobe.com/> .

You may wish to have *Power Point Viewer 2007* installed on your computer to view the Power Point slides. Students can download *Power Point Viewer 2007* from the Microsoft Web site. To find the download location enter "*Power Point Viewer 2007*" into the *Google* search box and it usually comes up at the top of the return list. You can also go directly to Microsoft's homepage at <http://www.microsoft.com/> and click on the link called "*Downloads*".

Many of the examples require a screen resolution of 800x600 pixels. Set your screen resolution to this size or larger.

ADOPTED COURSE TEXTBOOK AND INSTRUCTIONAL MATERIALS:

ICD-9-CM - Volumes I, II, III

2009 ICD-9-CM Coding Handbook without answers, American Hospital Association

Students will need to purchase access to the AHIMA Virtual Lab. Information in regard to this will be provided to students in class.

Reading assignments from Health Information: Management of a Strategic Resource and Health Information Management Technology.

Additional reading assignments may be assigned from various health-related textbooks, journals, or health-related articles.

The Dakota State University Bookstore has the 2009 ICD-9-CM Coding Handbook available, and they will assist in ordering the ICD-9-CM Volumes I, II, II books for students if asked. Alternate ordering information for the ICD-9-CM coding books will be provided in class. The DSU bookstore website is <http://www.dsubookstore.com/>

INSTRUCTIONAL METHODOLOGIES:

Lecture, problem-solving exercises, laboratory simulation (manual/computer), guest speakers, demonstrations, instructional videos, discussion, workbook exercises, and chart/story problem coding may be utilized. Lecture and laboratory activities may be interspersed and student may experience either type of activity during any particular class session. Course materials will be delivered via Desire2Learn for HIM 160.

Students proceed through a course of study as directed and assisted by computer technology. Mastery is based on achieving competencies and benchmarks.

HIM 160 will be taught as a distance course and will be transmitted to remote sites. Students at the DSU site will be able to discuss ideas and concepts in class and distance students off campus will watch the videos of the classroom sessions. Distance students will be provided URL link information for downloading or streaming the videos following each classroom session. All students will be able to send email to the instructor or may take part in asynchronous discussions using a discussion board. Students will receive instructions in class and/or via email regarding their assignments. Tests and quizzes will be reviewed in class.

Students participation is expected. Those students located at the classroom site should follow the instructions listed below.

- Look directly into the camera.

- Speak clearly, distinctly, and a little more slowly than you ordinarily speak.
- Speak up and talk into the microphone. Do not talk or make noises during class while others are speaking.
- Clear away any books or papers you don't need from the desktop.
- Anytime you cannot hear or see anything for any reason, let your instructor know immediately.

Distance students should view the videos as soon as possible following class.

All students should check the Desire2Learn class site on a timely basis to ensure that they are aware of all assignments, discussions, and information provided.

NOTE: This is a distance course which means that classes will be recorded and webcast on the Internet. Your enrollment in this course indicates your consent to being included in the classroom connections, recordings and Internet site.

Internet students will not be able to discuss ideas and concepts in classroom settings. However, they will be able to view classroom discussions and question/answer sessions. Students may send email to the instructor or may take part in asynchronous discussions using a discussion board. Students will receive instructions in class and/or via email regarding their assignments. Tests and quizzes will be reviewed in class.

Students should review the following:

- Distance Student Orientation Module (E-Education Services)
(http://www.departments.dsu.edu/disted/getting_started/orientations.htm)
- Tips for Taking an Online Course
(E-Education)
(http://www.departments.dsu.edu/disted/getting_started/tips.htm)

MINIMUM COURSE BIBLIOGRAPHY:

1. Health Information Management, 10th Edition, Edna K. Huffman.
2. ICD-9-CM Coding Clinic, American Hospital Association
3. Coding for Prospective Payment
4. The Clinical Coding Compendium

5. *Advance for Health Information Professionals*
6. *For the Record*
7. *Journal of AHIMA*
8. Health Information: Management of a Strategic Resource, 2nd Edition, Abdelhak, etc.
9. Health Information Management Technology: An Applied Approach, Johns
10. Basic ICD-9-CM Coding, Schraffenberger
11. ICD-9-CM Workbook, Ashton

Additional information may be available at the Karl Mundt Library.

Library References:

Karl E. Mundt Library
Dakota State University, Madison, SD 57042 605-256-5203; toll-free 1-800-641-4309

- Mundt Library Online (home page) at www.departments.dsu.edu/library
- Ask a librarian (email) : reference@dsu.edu
- Ask the Librarians Live (live chat) : <http://librarians.dsu.edu/>

Off-Campus Students:

Instructions for how to access library information service from off-campus can be found at the following hyperlinks:

<http://www.departments.dsu.edu/library/distance.htm#Access>

or <http://www.departments.dsu.edu/library/distance.htm>.

On-Campus Students:

<http://www.departments.dsu.edu/library/oncampus.htm>

LEARNING OBJECTIVES

In this course, it is essential that the student gain factual knowledge (terminology, classifications, methods, trends) and learn fundamental principles, generalizations, or theories related to healthcare coding. In addition, it is important that the students learn to apply course material (to improve thinking, problem solving, and decisions), develop specific skills, competencies, and points of view needed by professionals in the coding field, and learn how to find and use resources for answering questions or solving problems.

This course will address concepts related to the following American Health Information Management Association (AHIMA) knowledge clusters for HIT, HIA and coding certificate programs:

HIT:

- I.A.5. Data sources (primary, secondary)
- I.A.6. Data definitions, vocabularies, terminologies, and dictionaries
- I.C.1. Classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies
- I.C.2. Principles and applications of coding systems (such as ICD-9-CM, ICD-10, CPT/HCPCS, DSM-IV)
- I.C.4. Casemix analysis and indexes
- I.C.5. Severity of illness systems
- I.C.6. Coding compliance strategies, auditing, and reporting (such as CCI, plans)
- I.C.7. Coding quality monitors and reporting
- I.D.2. Payment methodologies and systems (such as capitation, prospective payment systems PPS, RBRVS)
- I.D.3. Billing processes and procedures (such as claims, EOB, ABN, electronic data interchange)
- I.D.5. Regulatory guidelines (such as LMRP, peer review organizations)
- I.D.6. Reimbursement monitoring and reporting
- I.D.7. Compliance strategies and reporting
- III.A.4. Payment and reimbursement systems
- III.B.6 Professional and practice-related ethical issues
- IV.A.6. Health information specialty systems (such as ROI, coding, registries)

HIA:

- I.C.1. Healthcare taxonomies, clinical vocabularies, terminologies/nomenclatures (such as ICD-9-CM, ICD-10, CPT, SNOMED-CT, DSM-IV)
- I.C.2. Severity of illness systems
- I.D.1. Clinical data and reimbursement management
- I.D.2. Compliance strategies and reporting (e.g., National Correct Coding Initiative)
- I.D.4. Casemix management
- I.D.5. Audit process (such as compliance and reimbursement)
- I.D.6. Payment systems (such as PPS, DRGs, APCs, RBRVS, RUGs)
- III.B.4. Elements of compliance program
- III.B.5. Professional and practice-related ethical issues

Coding Certificate:

- Professional ethics
- Payment and reimbursement systems
- Clinical code assignment and billing methodologies
- Computerized encoding systems
 - Logic based encoding software
 - Automated code book software systems
 - Natural Language processing coding systems
- International Classification of Diseases ICD10CM
- Other diagnosis coding systems or code sets (DSMIV, ICD0, etc.)
- Use of official coding guidelines and reporting requirements
- ICD9CM Volume I and II
- Current Procedural Terminology – CPT4
- HCPCS Level II codes
- Other procedure coding systems
- ICD10PCS
- Code assignments with ICD9CM.
- PPS application for ICD coding (DRG, RUGS, HHRG, etc.)
- ICD9CM and ICD10CM code assignments and conventions
- Introduction to Systematized Nomenclature of Medicine (SNOMED)
 - Definitions for crosswalks and maps used in the clinical coding process
 - Procedure coding for inpatients (ICD9CM Volume III or ICD10PCS)
 - Prospective payment system
 - Diagnosis Related Groups
 - Quality Improvement Organizations (QIO) and their role in the payment process

- Compliance issues
- Billing for healthcare services using codes
- Auditing and monitoring the coding process for regulatory compliance

At the conclusion of this course, the student will:

1. be able to explain the purposes of diseases and operations classification and nomenclatures.

2. be able to demonstrate knowledge of basic concepts and coding principles of ICD-9-CM and utilize knowledge of disease process and medical record documentation to accurately assign and/or verify the correct codes to specific diagnoses and procedures.

3. be able to correctly sequence codes and assign MDC's and DRG's, with an understanding of optimization issues and Federal guidelines.

4. have a better understanding of computer use in coding and DRG assignment.

5. have a better understanding of reimbursement design concepts in examination and evaluation of third-party billing and/or payment in inpatient settings.

6. have an understanding of coding accuracy in relation to compliance with federal/regulatory requirements (i.e., Correct Coding Initiative, ICD-9-CM Cooperating parties coding guidelines, etc.)

7. have an awareness of and ability to refer to various references in coding.

The goal of HIM 160 is to enable the student to meet the stated learning objectives in order to develop skills related to the American Health Information Management Association (AHIMA) Domains, Subdomains, and Tasks as listed below for HIT and HIA entry level competencies:

HIT:

- I.A.3. Apply policies and procedures to ensure the accuracy of health data.
- I.A.4. Contribute to the definitions for and apply clinical vocabularies and terminologies used in the organization's health information systems.

- I.B.2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
- I.B.3. Report compliance findings according to organizational policy.
- I.C.1. Use and maintain electronic applications and work processes to support clinical classification and coding.
- I.C.2. Apply diagnosis/procedure codes using ICD-9-CM.
- I.C.4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
- I.C.5. Adhere to the current regulations and established guidelines in code assignment.
- I.C.6. Validate coding accuracy using clinical information found in the medical record.
- I.C.7. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on).
- I.C.8. Resolve discrepancies between coded data and supporting documentation.
- I.D.1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
- I.D.2. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
- I.D.3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
- I.D.4. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.
- III.A.3. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
- III.B.7. Apply and promote ethical standards of practice.
- IV.A.2. Use common software applications such as spreadsheets, databases, word processing, graphics, presentation, e-mail, and so on in the execution of work processes.
- IV.A.3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.
- V.A.5. Monitor staffing levels and productivity standards for health information functions, and provide feedback to management and staff regarding performance.
- V.B.3. Monitor coding and revenue cycle processes.
- V.B.5. Contribute to work plans, policies, procedures, and resource requisition in relation to job functions.

HIA:

- I.A.3. Maintain processes, policies, and procedures to ensure the accuracy of coded data.
- I.A.4. Monitor use of clinical vocabularies and terminologies used in the organization's health information systems.
- I.B.2. Maintain organizational compliance with regulations and standards.
- I.C.1. Select electronic applications for clinical classification and coding.
- I.C.2. Implement and manage applications and processes for clinical classification and coding.
- I.D.1. Manage the use of clinical data required in prospective payment systems (PPS) in healthcare delivery.
- I.D.2. Manage the use of clinical data required in other reimbursement systems in healthcare delivery.
- I.D.3. Participate in selection and development of applications and processes for chargemaster and claims management.
- I.D.4. Implement and manage processes for compliance and reporting such as the National Correct Coding Initiative.
- III.B.6. Apply and promote ethical standards of practice.
- IV.E.1. Compare and contrast the various clinical, administrative, and specialty service applications used in healthcare systems.
- V.B.4. Manage organization-wide coding and revenue cycle processes.

In addition, course content will contribute to the student's ability to perform tasks related to the coding certificate guidelines:

- 1.8. Ensure facility wide adherence to health information services' regulatory requirements (e.g., OIG Compliance Plan, Correct Coding Initiative)
- 2.1.a. Assign diagnosis/procedure codes using ICD9CM
- 2.2. Validate coding accuracy using clinical information found in the health record
- 2.3. Validate reimbursement classification system assignments
- 2.5. Collect the facility's patient case mix and payment rates to assure accurate/appropriate reimbursement
- 2.6. Maintain departmental and facility wide coding guidelines
- 2.7. Assist in facility's billing process
- 2.8. Investigate health plan payment denials
- 2.9. Assist in using coded data for strategic planning/reporting
- 3.3. Use common software packages (e.g., spreadsheets, databases, word processing, graphics, presentation, statistical, email)

ATTENDANCE AND TEST POLICIES

Attendance: Classroom students are expected to attend every class and distance students should watch the videos on a timely basis. Class assignments will not be accepted after assigned due date and will be given a grade of "0" unless prior arrangements are made.

Test Policy: Five tests are scheduled for this course; four will be "unit" tests and the final will be cumulative. The unit tests may consist of multiple-choice, true/false, matching, and/or short answer questions. The final exam may consist of multiple-choice, true/false, matching, short answer questions, and/or story problem or chart coding projects.

There may be periodic quizzes, which may not have prior announcement.

Unless advance arrangements have been made, there will be no make-up tests or quizzes. Any missed tests will constitute a zero for that test/quiz.

Tests will be administered online. No palm pilots, cell phones, or communicating calculators will be allowed during the test-taking period. You are not allowed to access any computer resources other than the Desire2Learn test itself during the test-taking period.

Time frames for tests will be provided by your instructor for exams.

For on-campus students your instructor or designee will act as your proctor and will monitor your tests online.

Off-campus students exams must be monitored by an exam monitor or proctor. Off-campus students are responsible for obtaining a proctor (individual to monitor/supervise the exams). As a student you will also be responsible for scheduling an exam time and location with your proctor. The proctor will monitor your exams online. This means that students will need to have access to a computer that will be convenient for both the student and proctor. You cannot take your exams on your home computer. You cannot take an unproctored exam. It is not recommended to take your exams while at work where you can be interrupted. It is suggested that you find a place and time that will work for both you and your proctor; exams must be taken within the time frame designated by the instructor.

Additional Proctor Information:

Suggestions for suitable proctors are listed below.

If you work within a company, people that you might utilize as a proctor include:

- Immediate supervisor (i.e., an HIM Director)
- Educational testing representative within the company (i.e., Human Resource Rep)
- Educational Coordinator

If you work in an educational setting , you might be able to utilize:

- Faculty member at your local school, college, or university
- Superintendent or school administrator
- Counselor

Finally, other responsible community members (e.g., local librarian or other civic organization leader) may be utilized.

Exclusions: The proctor cannot be a current enrollee of any HIM program, relative, boyfriend/girlfriend, spouse or significant other.

The same proctor must be used for all exams. You must provide the instructor a completed **Verification Proctor Form** that includes the proctor's name, address, and phone number. A letter from the intended proctor on **official letterhead** stating that he/she agrees to the conditions of being proctor should accompany the completed verification proctor form.

Please mail both documents to:

Dorine Bennett, MBA, RHIA, FAHIMA
East Hall Room 3
Dakota State University
Madison, SD 57042

You cannot take any exam until I have received this information from you.

Responsibilities of the proctor will include:

- Monitor all examinations taken by the student.
- Receive the testing information and/or materials. Email will be used to correspond with your proctors regarding test times and testing information.
- Work with the student for a mutually agreeable time and location to take the exam. The proctor will need to be **present** during the exam.
- Communicate with the instructor on
 - any technical difficulties with the online testing software or
 - changes in arrangements for proctoring exams or

- students not showing for exams
- students taking unproctored exams.

If a student does fail to show for an exam, please notify the instructor via email as soon as possible. If a student takes an online exam unproctored, this will constitute a zero for the exam. If the proctor has knowledge of this the proctor should email the instructor of the fact.

Student's responsibilities will include:

- Arrange for a proctor
- Arrange for testing location
- Communicate with the proctor and instructor regarding any changes in proctoring arrangements or technical difficulties encountered.
- Study hard for the test.

Proctors will be informed when scheduled tests are planned and any instructions needed. Students will be informed of tests scores electronically.

NOTE: Your proctor is not a substitute instructor. He/she cannot make changes in testing dates. Students need to contact and confirm with the instructor any need for changes in test-taking arrangements.

EVALUATION COMPONENTS

Students will be evaluated by scheduled examinations and assignments. Selected workbook and other assignments, such as case problems or chart coding, will be graded. There may be periodic quizzes. These components are designed to determine the student's ability to apply knowledge and understanding of subject matter.

Student Behavioral Guidelines: Treat your classes as you would a desirable job. The instructor is a team leader, and your fellow peers are co-workers. All must work together to complete learning objectives. You are expected to:

1. Participate appropriately and actively on topics presented in class.
2. Complete assignments on time.
3. Ask for feedback from your instructor and peers to ensure progress toward learning objectives.

4. Resolve problems by immediately discussing issues with your instructor and/or peers.
5. Attend classes and be prompt on arrival for classes.

In the "real world" of work, employees are expected to conduct themselves in a businesslike manner. I expect no less of my students, whom I am preparing for professional responsibilities. A professional attitude includes regular attendance and participation in class and/or for online assignments. A student is expected to have a courteous reaction to assignments, adequate preparation of assigned work, and active participation and respect for deadlines. In short, a student should reflect a professional attitude that would be desirable in any valued employee.

E-mail: Desire2Learn provides an email account to be used for course correspondence. The instructor will provide guidance in regard to using the D2L email or DSU Pluto email accounts. Students are required to use their Pluto email accounts in order to receive messages from the university, which includes messages regarding the HIM Program. No other accounts like hotmail, yahoo, etc. will be used. Be sure to regularly read your Pluto email account on a timely basis and delete emails as needed to ensure sufficient space is available. *Reminder!* When sending email to your instructors, please remember to use professional language. Such things as symbols, all lower/upper case, no punctuation, etc. are not acceptable standards for communicating in a professional manner.

Cell phones: Cell phones are not allowed to be used during class. If an extreme emergency exists where contacting you during class may be a necessity, please visit with the instructor prior to class.

Writing Standards: Students enrolled in the course are expected to use literate and effective English in their speech and writing; grades on written work (including examinations) shall be based on expression as well as on content. Students may be required to rewrite assignments which are marred by errors in grammar, punctuation, spelling, or organization. DSU has adopted a Prentice Hall Custom Edition Reference Guide by Muriel Harris (required book for composition and writing-intensive courses from DSU) and students may purchase this book for general writing guidance in all courses. Tutoring services are available for writing assignments going to the DSU tutoring website at <http://www.departments.dsu.edu/dsuinfo/>

Academic Honesty Policy: Ethical conduct is a requirement. Cheating, plagiarism or other forms of academic dishonesty (including the copying of online exams without permission or other academic material belonging to a member of the University faculty or staff or the providing of one's own work

in hard copy or on disk to another student for the purpose of copying any portion) run contrary to the purpose of higher education and will not be tolerated in this course. Students will not be allowed to have any other online applications open during exams. Disciplinary action as deemed appropriate by the instructor will result as a consequence to unethical conduct regarding completion of this course. All the students are required to work independently in this class unless otherwise instructed. Any forms of academic dishonesty will result in a grade of F.

Please be advised that, when the instructor suspects plagiarism, the Internet and other standard means of plagiarism detection will be used to resolve the instructor's concerns. DSU's policy on academic integrity is available online at <http://www.departments.dsu.edu/hr/newsite/policies/032200.htm> A tutorial to assist students in avoiding plagiarism is available at: http://wps.prenhall.com/hss_understand_plagiarism_1

Institutional policies & procedures you may wish to refer are available in the DSU Student Handbook:
<http://www.departments.dsu.edu/studentaffairs/handbook/>

Grading:

The following fixed-percentage scale is used to determine grade:

90 - 100% A

80 - 89% B

70 - 79% C

60 - 69% D

Less than 60% F

Students will be provided feedback on their performance. However, tests and assignments will not be returned for the students to keep.

In addition, at the midterm of the course, students who are not performing satisfactorily will be informed by the Enrollment Services Office. This notification will be reflective of all evaluation components scheduled for completion up to and through mid-term week.

Should a student's cumulative grade calculation fall near or on the borderline of two letter grades, the instructor will give consideration of the student's **professional performance** in determining the final grade assignment for the course.

- Students are reminded that they must earn at least a "C" or they will be required to repeat the course in order to be admitted to the HIA Program. If a student receives less than a "C" in this course, he/she

MAY NOT do the subsequent practicum. No HIT/HIA/Coding Certificate student may graduate with those degrees from DSU with less than a "C" in this course

The instructor reserves the right to make adjustments in this course to better meet the needs of students.

If you have a documented disability and/or anticipate needing accommodations (e.g., non-standard note-taking, test taking modifications, technology, or other accommodations) in this course, please contact Dakota State University's ADA coordinator, Keith Bundy in the Student Development Office located in the Trojan Center Underground or at 256-5121 or by email at keith.bundy@dsu.edu as soon as possible. The DSU website containing additional information, along with the form to request accommodations is http://www.departments.dsu.edu/disability_services/. You will need to provide documentation of your disability. The ADA coordinator must confirm the need for accommodations before officially authorizing them.

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. It has always been the policy of Dakota State University to allow students to appeal the decisions of faculty, administrative, and staff members and the decisions of institutional committees. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

As your professor, I am personally committed to supporting YOUR academic success in this course. For that reason, if you demonstrate any academic performance or behavioral problems which may impede your success, I will personally discuss and attempt to resolve the issue with you. If the situation persists, I will forward my concern to the Student Development Office and your academic advisor to seek their support and assistance in the matter. My goal is to make your learning experience in this course as meaningful and successful as possible.

TENTATIVE COURSE OUTLINE

September 4	Introduction to Course; Introduction to Classification/Nomenclature;
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	Introduction to Coding and DRGs
September 9	Conventions and Rules; Basic Coding
September 11	Basic Coding **Note: September 11 – Last day of drop/add period for full semester courses
September 16	Basic Coding Procedures
September 18	Late Effects; V Codes
September 23	Signs and Symptoms
September 25	Computers and Coding; Encoder and Resources
September 30	Charts/Story Problems
October 2	Test
October 7	Injury and Burns; E codes
October 9	Charts/Story Problems **Note: October 13 – No Classes due to Native Americans' Day Holiday
October 14	Poisoning **Note: October 15 – Student Convocation
October 16	Poisoning, Complications
October 21	Charts/Story Problems
October 23	Test
October 28	Neoplasms **Note: October 29 – Midterm deficient grades due in the Registrar's Office
October 30	Neoplasms
November 4	Charts/Story Problems ** Note: November 5 – Last day to withdraw from all classes and receive refund based on policy
November 6	Circulatory **Note: November 10 – No Classes – Assessment Day
November 11	No classes – Veterans Day Holiday

November 13	Circulatory, Charts/Story Problems ** Note: November 17 – Last day to withdraw from a full semester course all courses and receive a grade of “W”
November 18	Test
November 20	Pregnancy, Childbirth, Puerperium
November 25	Perinatal, Congenital Conditions
November 27	No Classes – Thanksgiving Day Holiday
December 2	Charts/Story Problems
December 4	Test
December 9	Sequencing, DRGs, Reimbursement, Revenue Cycle
December 11	QIO, Compliance Issues, ICD-10, Misc. Medical Record Coding
December 15-18	Final Exam Period (Cumulative Final Exam Project) **Note: December 24 – Grades due in Registrar’s Office

Dates listed above are subject to change. The official academic calendar is published in the academic catalog on the DSU website at http://www.departments.dsu.edu/registrar/catalog/schedule/2008_fall_calendar.htm
