HINM 225
Ambulatory Coding
Syllabus
Montgomery College HIM Program

INSTRUCTOR INFORMATION

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Office HS 243 (hours by appointment)

COURSE DESCRIPTION

Designed to enhance the student's ability in ambulatory care classification and coding. Students apply CPT and ICD-10-CM coding for outpatient records in a variety of ambulatory settings including physician office, emergency room, and outpatient surgery. **PREREQUISITE(S):** *HINM 165* *or consent of program coordinator. Two hours each week. Formerly HI 221.*

This course will be conducted entirely online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course.

AHIMA DOMAINS, SUBDOMAINS AND TASKS

The following AHIMA entry-level competencies for health information management at the Associate degree level are assessed in this course:

Domain I. Data Content, Structure and Standards

       Subdomain I.A. Classification Systems

1. Apply diagnosis/procedure codes according to current guidelines
2. Evaluate the accuracy of diagnostic and procedural coding
3. Apply diagnostic/procedural groupings
4. Evaluate the accuracy of diagnostic/procedural groupings

Domain III. Informatics, Analytics and Data Use

       Subdomain III.A. Health Information Technologies

1. Utilize software in the completion of HIM processes

Domain IV. Revenue Management

    Subdomain IV.A. Revenue Cycle and Reimbursement

        1. Apply policies and procedures for the use of data required in healthcare reimbursement

        2. Evaluate the revenue cycle management processes

Domain V. Compliance

    Subdomain V.B. Coding

        1. Analyze current regulations and established guidelines in clinical classification systems

        2. Determine accuracy of computer assisted coding assignment and recommend corrective action

    Subdomain V.D. Clinical Documentation Improvement

        1. Identify discrepancies between supporting documentation and coded data

        2. Develop appropriate physician queries to resolve data and coding discrepancies

STUDENT LEARNING OUTCOMES

At the end of this course, the student will be able to:

1. Demonstrate skill in the use of CPT in ambulatory care settings to include physician office practice, hospital-based outpatient service, and free-standing ambulatory care settings.
2. Identify and assign appropriate Evaluation and Management codes.
3. Summarize documentation requirements and explain importance of substantiating E/M codes.
4. Apply ICD-10 coding guidelines in an ambulatory setting.

REQUIRED MATERIALS

1. Clinical Coding Workout, Practice Exercises for Skill Development, Without Answers, AHIMA 2017 . **ISBN:** 9781584265085
2. ICD-10-CM Code Book 2018
3. CPT Coding Book, 2018
4. HCPCS Level II 2018

NOTE: you can use any edition of the CPT and HCPCS as long as it is the current year. Not having a book at the beginning of the class is no excuse for not completing assignment(s). In this case, you will receive a 0.

HINM 225 COURSE STRUCTURE AND INSTRUCTIONAL DELIVERY

This course is divided into online unit assignments, online unit quizzes, weekly online chats, 4 projects and a course competency final examination. Each unit is comprised of three parts:

- PowerPoint Slides
- Homework Assignments
- Discussion Boards

Students must complete all unit assignments, unit quizzes, projects, and the course competency final exam to receive a grade in the course. **If the instructor cannot open an assignment file, the student will receive a 0 for the assignment. Assignment submissions should be a .doc, .docx or PDF file.**

All content will be delivered via Blackboard and weekly Blackboard Collaborate class meetings. Unit quizzes and the proficiency exam are un-proctored, and will be available in Blackboard.

HINM 225 METHOD OF EVALUATION

4 quizzes @ 100 pts each = 400

6 discussion boards @20 pts each = 120 + final thoughts 5 points

5 projects @ 50 pts each = 250

15 HW @ 15 pts each = 225

Total Points = 1,000
Note: The Proficiency exam is not included in this total.
A student must receive a "C" (78%) or better in the course (682 points out of 825) AND on the course competency exam (97 points out of 125) to successfully complete this course.
Each exam/quiz and proficiency exam is timed. Students who exceed the time allotted for the test will have points deducted from their score. The exception is students who submit an DSS form allowing extra time.

Grading Scale

Percent of Total Points   Final Grade

92 – 100%	A
84 – 91%	B
78 – 83%	C
65 – 77%	D
0 – 64%	F

Students must complete all quizzes, projects and the proficiency exam in order to pass this course.

INSTRUCTOR EXPECTATIONS AND HIM/CODING PROGRAM POLICIES

Please read the entire syllabus carefully. These policies and expectations are intended to create a productive learning atmosphere for all students. Notify your Instructor of any questions or concerns regarding the Syllabus.

Communication

The accepted modes of communication with your instructor are the Blackboard course email and your Montgomery College email accounts. It is important that you use these official email accounts to communicate with your instructor. If you need to communicate with your instructor by phone, use the phone number indicated on the course syllabus. Instructors may also specify time limits for receiving phone calls. Emails will be answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns should be sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. should be sent through Course Mail for that Blackboard course.

Syllabus and Course Changes

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. The Health Information Management Program Faculty reserve the right to modify course syllabus, course content and evaluation procedures as deemed necessary. Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

Attendance

The attendance policy published in the current Montgomery College catalog/Student Handbook is the policy for this class. Each student is expected to attend all classes. If a student does not attend a scheduled class, it is his or her responsibility to obtain the material missed and make up the work.

Class work must be completed according to the schedule. If you are going to be out of town, you need to ensure access to a computer to complete assignments or submit the assignment before you leave. Internet is available everywhere; there is no reason to miss an assignment. No late assignments will be accepted after the answers have been released. On very rare occasions, computer connections fail during a quiz. Students may request only ONE reset of a quiz during this semester.

Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges,

Sick Policy

A student may miss an assignment or examination due to sickness. In this case, the student is responsible for sending the Instructor verification from a physician. If no verification is presented, the student will receive a 0 for the assignment or exam.

Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor.

Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Discussion Board Participation

This class will be conducted in an atmosphere of mutual respect. Your active participation is encouraged in class discussions. Differing opinions are encouraged and welcomed. The orderly

questioning of the ideas of others, including those of the Instructor, is similarly welcome. However, the Instructor will take the responsibility of managing the discussions so that ideas and arguments can proceed in an orderly fashion. You should expect that if your conduct during class discussions disrupts the atmosphere of mutual respect, you will not be allowed to continue participation in that discussion.

Submission of Course Work
It is the student's responsibility to manage course load and submit assignments in a timely fashion. A course schedule has been developed for this class, which should be used to assist you in managing your time and to help you stay aware of due dates and deadlines. Assignments must be typewritten and submitted via the Assignment Submission in Blackboard. Tests may NOT be repeated at the student's request to raise a grade. Late assignments will not be accepted after release of the answers.

While it is understood that there may be unforeseen circumstances, do your best to keep your Instructor notified of any issues that prevent you from submitting work on time. Contact your instructor immediately if you are unable to adhere to a scheduled unit deadline. Your instructor reserves the right to deduct points for late and missing assignments.

Grade of Incomplete
A student who completes most of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. If an instructor grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

Withdrawal and Refund Policy
It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:
1) Click on "My Class Schedule" under Student Quick Links
2) Select the current term
3) Click on "View Drop Deadline Dates" at the bottom of the page.

Course Proficiency Examination

The final proficiency examination is a measurement of your ability to grasp the concepts presented in this course. A student must receive a "C" (78%) or better in the course AND on the course proficiency exam to successfully complete this course. If a student does not pass the exam, he or she may, will permission of the instructor, retake the test. However, a student who retakes the exam may receive no higher grade than a C regardless of the total points for the class.

Blackboard Technical Support

Technical Support for Blackboard issues can be found at the following website:
http://cms.montgomerycollege.edu/distance/after/prepare/
Technical assistance with College-supported IT resources (Montgomery College IT Service Desk) is also available at 240-567-7222, press 2 to reach the Blackboard Help Desk.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Health Information Management Program Student Handbook for a full policy statement.

Access, Disability and Communication

Any student who needs an accommodation due to a disability should contact the instructor. In order to receive accommodations, a letter from Disability Support Services (G-SA172; R–CB122; or TP/SS–ST 122) will be needed. Any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at:
www.montgomerycollege.edu/dss

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College

has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and **NO extra credit work will be given. NO make-up work will be assigned**. Any changes to the schedule will be announced online or in class. Students must complete the final project. Assignments should be typewritten and submitted via the Assignment Drop in Blackboard.

The health information management profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the HIM Program curriculum, learning outcomes and professional practice requirements. The Health Information Management Program Faculty reserve the right to modify course content and evaluation procedures as deemed necessary. They also reserve the right to modify contents of its Student Handbook as necessary.

Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Affairs on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources that they may possess. We know this can affect performance in the course and Montgomery College is committed to your success. The Deans of Student Affairs are: Dr. Jamin Bartolomeo (GT), Dr. Tanya R. Mason (RV), and Dr. Clemmie Solomon (TPSS). http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55

CLASS SCHEDULE - Ambulatory Coding HINM 225 Fall, 2018

Week	Coding Topics	Chats – Tuesdays 6-8 pm	Homework Assignments Due Fridays (except for Week of Semester Break)	Discussion Boards & Projects Due Saturday - Monday
Unit 1				

1 8/28-9/3	ICD-10-CM – Outpatient coding, Symptoms & Z codes	Chat 1 – 8/28	Review slides posted online HW 1 DUE 8/31 – Questions 1.330-1.340, 1.400-1.410	DB 1 - Introduce yourself! First post: due 9/1 Second posts (2): due 9/4
	Complications, Poisoning, adverse & toxic effects	Chat 2 – 9/4	Review slides posted online HW 2 DUE 9/7 – Questions 5.101, 8.65, 9.88, 1.372, 1.373, and 1.377 from textbook + extra questions posted in folder	DB 2 – ICD Coord Comm. First post due 9/8 Second posts (2): due 9/11
	CPT Coding – Global Package, Modifiers	Chat 3 – 9/11	Review slides posted online HW 3 DUE 9/14 – Questions 2.408-2.427 + plus extra questions posted in folder	No Discussion Board or Projects assigned this week!
	Face to Face Class – Review – Wednesday, September 12			
	Online Quiz 1 – Open September 13 – 17 (Thursday-Monday)			
Unit 2 9/18-10/9	HCPCS codes CPT Medicine Section	Chat 4 – 9/18	Review slides posted online HW 4 DUE 9/21 Questions 2.386, 2.396, 2.399, 3.2-3.4, 3.14-3.16, 3.24-3.26, 3.34-3.36, 3.47-3.49	Project 1 – ASC Due 9/29
	E/M Codes	Chat 5 – 9/25	Review slides posted online HW 5 DUE 9/28 Questions 6.28-6.36, 9.28-9.29	DB 3 – ABN First post due 9/29 Second posts (2) – due 10/1
	Face to Face Class – Review – Wednesday, September 26			
	Neoplasms (chemotherapy, HCPCS) Introduction to VLab	Chat 6 – 10/2	Review slides posted online HW 6 DUE 10/5 Questions 2.401, 2.407, 3.8, 3.13, 5.65-5.69, 6.72-6.76	DB 4 – CPT Assistant First post: due 10/6 Second posts (2): due 10/8
	Mental Health (medicine), Endocrine System	Chat 7 – 10/9	Review slides posted online HW 7 DUE 10/12 Questions 2.384, 2.385, 3.36, 3.52, 5.51-5.54, 6.37-6.44, 6.62-6.65	No Discussion Board or Projects assigned this week!
	Face to Face Class – Review – Wednesday, October 10			
	Online Quiz 2 – Open October 11-15 (Thursday-Monday)			
Unit 3 10/31-11/20	Infectious diseases and Allergies (vaccines, immunotherapy)	Chat 8 – 10/16	Review slides posted online HW 8 DUE 10/19 – Questions 2.383, 2.403, 3.1, 3.2, 3.12, 3.54, 5.38-5.41, 6.52-6.54, 8.30	Project 2 – NCCI Due 10/27
	Respiratory & digestive systems (HCPCS)	Chat 9 – 10/23	Review slides posted online HW 9 DUE 10/26 – Questions 3.34, 3.40, 5.13-5.24, 5.93-5.95, 8.61-8.62	DB 5–CPT Lay Descriptions First post due 10/20 Second posts (2): 10/22
	Face to Face Class – Review – Wednesday, October 24			
	Circulatory system (medicine)	Chat 10 – 10/30	Review slides posted online HW 10 DUE 11/2 – Questions 2.390-2.393, 5.6-5.12, 6.12-6.16, 8.5-8.13	Project 3 – RVUs Due 11/10
	Genitourinary System (medicine - dialysis) Male and female	Chat 11 – 11/6	Review slides posted online HW 11 DUE 11/9 – Questions 3.48, 5.28-5.37, 6.45-6.51,8.21-8.25	No Discussion Board or Projects assigned this week!
	Face to Face Class – Review – Wednesday, November 7			
	Online Quiz 3 – Open November 8-12 (Thursday-Monday)			
Unit 4 11/21-12/11	Obstetrics	Chat 12 – 11/13	Review slides posted online HW 12 DUE 11/16 – Questions 5.86-5.89, 6.93-6.99, 8.55-8.58, 9.76-9.77	Project 4 – GPCIs Due 11/24
	Injuries External causes	Chat 13 – 11/20	Review slides posted online HW 13 DUE *Tuesday* 11/27 Questions 8.63-8.64, 9.85-9.87, 9.89-9.90 + extra questions posted in folder	DB 6 - Coding Clinic First post due 11/24 Second posts (2) due 11/26
	Fall Break – No Face to Face Class Wednesday, November 21			
	Musculoskeletal & Integumentary system (rehabilitation & wound care)	Chat 14 – 11/27	Review slides posted online HW 14 DUE 11/30 – Questions 5.42-5.50, 5.55-5.64, 6.55-6.61, 6.66-6.71	Project 5 – APCs Due 12/8
	Nervous systems (including eyes and ears)	Chat 15 – 12/4	Review slides posted online HW 15 DUE 12/7 – Questions 5.72-5.76, 6.79-6.82, 8.44-8.48	No Discussion Board or Projects assigned this week!
	Face to Face Class – Review – Wednesday, December 5			
	Online Quiz 4 – Open December 6-10 (Thursday-Monday)			

REVIEW!	Review for Proficiency Exam	Chat 16 – 12/11	Review slides posted online No HW due	DB 7 – Final thoughts One post only – due 12/16
	Online Proficiency Exam – Open December 12-17 (Tuesday-Sunday)			

4 quizzes @ 100 pts each = 400

6 discussion boards @20 pts each = 140 + 10 points for Final Thoughts

5 projects @ 45 pts each = 225

15 HW @ 15 pts each = 225