

HINM 220
Advanced Coding and Clinical Documentation Improvement
Syllabus
Montgomery College Health Information Management Program

INSTRUCTOR INFORMATION

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COURSE DESCRIPTION

Emphasis on management principles and techniques of clinical classification and reimbursement systems in health care settings. The course covers coding competency skills, coding quality control and compliance issues, clinical documentation improvement strategies and federal government compliance institutions. Other topics include reimbursement software applications, data definitions, data security, data compliance and regulatory requirements. PREREQUISITE(S): HINM 155 and HINM 165, or consent of program coordinator. One hour lecture, four hours laboratory each week. Formerly HI 220.

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

Subdomain I.B. Health Record Content and Documentation

1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress clinical findings and discharge status

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

Domain VI. Leadership

Subdomain VI.A. Leadership Roles

3. Organize and facilitate meetings

STUDENT LEARNING OUTCOMES

Upon course completion, a student will be able to:

- Apply diagnosis/procedure codes according to current guidelines.
- Evaluate the accuracy of diagnostic and procedural coding.
- Apply diagnostic/procedural groupings.
- Evaluate the accuracy of diagnostic/procedural groupings.

- Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, clinical findings and discharge status.
- Verify the documentation in the health record is timely, complete and accurate.
- Apply policies and procedures for the use of data required in healthcare reimbursement
- Evaluate the revenue cycle management processes.
- Analyze current regulations and established guidelines in clinical classification systems.
- Determine accuracy of computer-assisted coding assignment and recommend corrective action.
- Identify discrepancies between supporting documentation and coded data
- Develop appropriate physician queries to resolve data and coding discrepancies
- Comply with ethical standards of practice
- Evaluate the consequences of a breach of healthcare ethics

REQUIRED MATERIALS

1. Access to 3M Coding and Reimbursement System: provided in a Blackboard Announcement at the beginning of the semester.
2. AHIMA. (2017) Clinical Coding Workout: Practice Exercises for Skill Development. ISBN: 9781584265412
3. Hess, P.C. (2015). Clinical Documentation Improvement: Principles and Practice. ISBN: 9781584265023

METHOD OF EVALUATION

ITEM	TOTAL POSSIBLE POINTS
Coding Warm-up Assignment	25
Unit Assignments (13 @ 50 points each)	650
Unit Quizzes (13 @ 25 points each)	325
Class Attendance (12 classes @ 10 points per class)	120
Final Coding Project (20 records @ 10 points per record)	200

Total Points Possible: 1320

Grading Scale

Percent of Total Points	Final Grade
92 – 100%	A
84 – 91%	B
78 – 83%	C
65 – 77%	D
0 – 64%	F

NO extra credit work will be given. 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. A student must receive a "C" (78%) or better in the course AND on the course competency final project to successfully complete this course.

INSTRUCTOR EXPECTATIONS AND HIM/CODING PROGRAM POLICIES

Course Structure and Instructional Delivery

This course is divided into thirteen units, weekly quizzes (13), class lab meetings and a Course Competency Final Project. Each unit is comprised of three parts:

- Readings
- Assignments
- Unit Quiz

Students must complete all unit assignments and the final project to receive a grade in the course. All content will be delivered via Blackboard and weekly class meetings. Consult the Schedule posted in Blackboard for a list of class meeting dates. The Final Project will require student access to the 3M Coding and Reimbursement System, available in the AHIMA Virtual Lab. Training on the AHIMA Virtual Lab 3M Coding and Reimbursement System will be given at the first class meeting. A tutorial will be posted in Blackboard for the 3M Encoder/Groupier.

All Units must be submitted using Blackboard. Do not email your assignments to your instructor.

Course Competency Final Project

The Final Project is a measurement of your ability to grasp the concepts presented in this course. In this course, your Final Project will serve as your evidence you have mastered inpatient coding. You must pass the final project with a score of 78% (C) or better to pass the course.

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 are answered within 24 hours on weekdays and 48 hours on weekends. General questions or personal concerns are sent through Montgomery College email. Messages that relate to course content, assignment, exams, etc. are 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 are by announcement via Blackboard. The revised Syllabus posts 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 meetings are recorded and students who miss the class may listen to the recording for up to 3 days after the missed class to earn the points for that class.

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 is 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 is posted 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.

HIM Program Late Assignment Submission Policy

Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges, all late work will receive a 15% mandatory deduction DAILY for no more than 2 days. After 2 days, the work will receive a zero.

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 the Dean of Health Sciences approves the request for an Incomplete grade, the instructor will set a deadline for completion of the coursework. 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 Competency Final Project

The final course competency project 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 competency final project to successfully complete this course. Students who do not successfully pass the Course Competency Project after two attempts are assigned a course grade of D and required to repeat the HINM 220 course.

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) is 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 accept these policies. <http://cms.montgomerycollege.edu/mcsyllabus/>

Montgomery College
Health Information Management Program
HINM 220/220L
Advanced Coding and CDI
Fall 2018 Schedule

Date	Item/Activity
Thursday 8/30/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 7:30pm This will be a short meeting to orient you to the course.
Sunday 9/2/18	Coding Warm-Up Assignment due by midnight
Thursday 9/6/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 9/9/18	Unit 1 due by midnight
Thursday 9/13/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 9/16/18	Unit 2 due by midnight
Monday 9/17/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 9/20/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 9/23/18	Unit 3 due by midnight
Monday 9/24/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 9/27/18	NO LAB MEETING

Date	Item/Activity
Sunday 9/30/18	Unit 4 due by midnight
Monday 10/1/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 10/4/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 10/7/18	Unit 5 due by midnight
Monday 10/8/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 10/11/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 10/14/18	Unit 6 due by midnight
Monday 10/15/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 10/18/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 10/21/18	Unit 7 due by midnight
Monday 10/22/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 10/25/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 10/28/18	Unit 8 due by midnight
Monday 10/29/18	Coding Open Lab 6pm – 8pm HC 225

Date	Item/Activity
Thursday 11/1/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 11/4/18	Unit 9 due by midnight
Monday 11/5/18	Coding Open Lab 6pm – 8pm HC 225
11/8/18	NO LAB MEETING
Sunday 11/11/18	Unit 10 due by midnight
Monday 10/12/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 11/15/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 11/18/18	Unit 11 due by midnight
Monday 11/19/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 11/22/18	NO LAB MEETING (Thanksgiving)
Monday 11/26/18	Coding Open Lab 6pm – 8pm HC 225
Thursday 11/29/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 12/2/18	Unit 12 due by midnight
Monday 12/3/18	Coding Open Lab 6pm – 8pm HC 225

Date	Item/Activity
Thursday 12/6/18	Lab Meeting Blackboard Collaborate Online 6:30pm – 9:30pm
Sunday 12/9/18	Unit 13 due by midnight
Monday -Friday 12/10 – 12/14/18	Submit your final project worksheet (Excel file) in Blackboard Course Content