Summer 2019

Course: HI235 Classification and Indexing Systems II

Credit: 4 Quarter Hours
Method of Delivery: eLearning (E)

Course Description: This course provides information utilized for outpatient procedural billing. Students will learn to utilize CPT and HCPCS service and procedure codes. The course provides details to ensure in-depth knowledge and accuracy in code assignment and billing processes.
Prerequisite: HI105 Medical Terminology

Text(s) & Manual(s): Basic Current Procedural Terminology (CPT) and HCPCS Coding 2018
ISBN: 9781584266235
Author(s): Gail I. Smith, MA, RHIA, CCS-P
Publisher: AHIMA Press

Materials needed for this course:
    Additional Supplies: None
    Hardware/Software and Equipment: Subscription to AHIMA Virtual Lab

Topics:
1. Introduction to Clinical Coding
2. Application of the CPT System
3. Coding of:
    a. Modifiers
    b. Surgery
    c. Radiology
    d. Pathology and Laboratory Services
    e. Evaluation and Management Services
    f. Medicine
    g. Anesthesia
    h. HCPCS Level II
4. CPT and Reimbursement

Learning Objectives: Upon completion of this course, the student will be able to:
1. Apply CPT codes according to current guidelines.
2. Apply HCPCS codes according to current guidelines.
3. Evaluate accuracy of procedural coding.
4. Evaluate the revenue cycle management process.
5. Evaluate applications and processes for chargemaster and claims management.

AHIMA Entry-Level Competencies (2014)

Associate Competencies	Baccalaureate Competencies	Assessment Item
I.A.1. Apply Diagnosis/procedure codes according to current guidelines.		Coding quizzes
I.A.2. Evaluate the accuracy of diagnostic and procedural coding.		Week 11 - Chapter 11 Quiz
IV.A.2. Evaluate the revenue cycle management processes.		Week 11 - EOB Assignment
	I.A.4. Evaluate the accuracy of diagnostic and procedural coding.	Week 11 - Chapter 11 Quiz
	IV.A.2. Take part in selection and development of applications and processes for chargemaster and claims management.	Week 11 - Chargemaster assignment

Midstate Grading scale:
90 - 100   A
80 - 89   B
70 - 79   C
60 - 69   D
 0 - 59   F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:
- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.

- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Leah A. Grebner, PhD, RHIA, CCS, FAHIMA   **Room/phone:** 234/309-692-4092
Midstate email: lgrebner@midstate.edu   **Office Hour(s):** posted on website

Policies and Procedures:

1. This course is being administered as flex learning. The schedule will state what day and time the classroom component will be, as it would be with a regular classroom course, while eLearning is available at all times. It you plan to attend in the classroom please let the instructor know at least one day prior to the date of the classroom meeting time so that an adequate number of classroom materials can be printed.

   Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.
   • On-campus = If a student attends an on-campus course, he or she will be counted as present.
   • eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

2. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. Late work will NOT be accepted without prior approval from the instructor. This includes homework and quizzes.
3. All work must be in APA format, including in-text citations and a reference page. Any time you are citing a fact or concept that was not your own work, you must cite the source
4. If you attend the classroom component, you are expected to be on time. If you must arrive late, or leave early during class, please let the instructor know ahead of time and enter and leave the classroom quietly to avoid disturbing others.
5. Academic dishonesty is never tolerated and will be referred to the Dean.
6. If you are in the classroom, cell phone ringers must be silenced and absolutely no texting or taking calls will be allowed during class.
7. The final exam must be completed. Failure to do so will result in failure of the course.

8. In order to maintain equal work in both online and classroom components of this course, all students, both classroom and eLearning, must complete weekly reflections.

9. Academic integrity is important at Midstate College, as stated in the catalog and student handbook. This not only includes prevention of cheating on exams and written research papers, but also discussion forum postings. Discussion postings must be in your own words and references must be cited.

10. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Participation Requirements:
1. If you are attending the course via eLearning, discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a meaningful manner with either a value-added comment or an insightful question about the posting of your classmate. Students attending in the classroom must come prepared to discuss the assigned question and must actively participate in discussion in the classroom in order to receive full credit.

2. Attendance is expected, not suggested. Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.

Examination Information: A pretest is administered during Week 1 for assessment purposes only and is not included in the final grade. There will be a total of 11 quizzes over the course of Weeks 1-11 and a Final Examination in Week 12. The final exam is comprehensive in nature.

Methods of evaluating student performance:

All assignments, quizzes, discussions, summaries, and the final examination must be completed. If all required elements are not done, the student will not pass this course. A course average grade of C or better is required to be considered passing for this course.

Discussions	25%
Weekly Reflections	20%
Assignments	25%
Quizzes & Final Exam	30%
Total	100%

Instructor's Grading Scale:

CLASSROOM DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting • Answers minimal requirements of question without supporting evidence = 10 points • Minimal response with supporting evidence = 20 points • Complete response with supporting evidence = 40 points	40 points
Response to a classmate • Simple response lacking insight or adding value = 20 points • Insightful response adding value to the initial response = 40 points	40 points
Correct spelling and grammar in postings for the week • Professional and respectful response = 20 points • Unprofessional or disrespectful response = 0 points	20 points
Total points per weekly discussion	100 points

ELEARNING DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting • Answers the minimal requirements of the question without supporting evidence = 10 point • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points	30 points
Response to posting of a classmate • Posting the minimal requirements without supporting evidence = 10 points • Minimal posting with supporting evidence = 20 points • Complete posting with supporting evidence = 30 points	30 points
Correct spelling and grammar in postings for the week • No spelling errors = 20 points • One or two spelling errors = 10 points • More than two spelling errors = 0 points	20 points
Correct grammar in postings for the week • No grammar errors = 20 points • One or two grammar errors = 10 points More than two spelling errors = 0 points	20 points
Total points per weekly discussion	100 points

Weekly Reflection: Each student must submit a 2 – 3 paragraph report to the Weekly Reflection drop box each week. The report shall summarize the learning concepts from the

material covered in the lecture and reading assignments. Please devote the last paragraph to two concepts that you found to be most personally important and/or valuable from this week's course material.   Also share information regarding any information that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Sunday, Day 7 of this week.

WEEKLY REFLECTION GRADING GUIDELINES	
- Two complete paragraphs with supporting evidence = 40 points - One paragraph with supporting evidence or two minimal paragraphs without supporting evidence = 20 points - Answers the minimal requirements of the question without supporting evidence = 10 points - No posting = no points	40 points
Correct spelling in postings for the week - No spelling errors = 30 points 1 misspelled word = 20 points 2-3 misspelled words = 10 point - More than 3 misspelled words = 0 points	30 points
Correct grammar in postings for the week - No grammar/mechanical errors = 30 points 1 grammar/mechanical error = 20 points 2-3 grammar/mechanical errors = 10 points - More than 3 misspelled words = 0 points	30 points
Total points per weekly discussion	100 points

Course Outline

Week One
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Define coding.
2. Identify the purpose and uses of CPT.
3. Define and list components of HCPCS.
4. Distinguish between CPT and National Codes.

Assignments:
1. Read Chapter 1.
2. Complete the pretest.
3. Discussion: Have you taken HI215 yet? What are your expectations for this course? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the homework assignment.
   a. Exercise 1.2, even numbered questions
   b. Exercise 1.3, even numbered questions
5. Complete the weekly reflection.

Week Two
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Describe the contents of CPT: sections, subsections, subcategory heading, procedure, appendices, and index.
2. Interpret the Conventions and Characteristics of CPT.
3. Describe Category I, II, III CPT Codes.

Assignments:
1. Read Chapter 2.
2. Complete the homework assignment.
   a. Exercise 2.2, even numbered questions
   b. Exercise 2.3, even numbered questions
3. Discussion: What are some ways that you feel it will help you as a coder to become familiar with the organization of the CPT code book. Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Three
Objectives:
Upon completion of this week's assignments, the student will be able to:
1.   Identify appropriate situations for modifier utilization.
2.   Assign modifiers to CPT and HCPCS codes according to coding guidelines.

Assignments:
1. Read Chapter 3 – Modifiers.
2. Complete the homework assignment.
   a. Exercise 3.2, questions 1-5
   b. Exercise 3.3, questions 1-5
3. Discussion: Visit the CMS website at <u>www.cms.gov</u> . Look for information about modifier use and discuss your findings. Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Four
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify systemic subsections of the Surgery section of the CPT book.
2. Assign appropriate CPT codes for surgical procedures according to coding guidelines.

Assignments:
1. Read part 1 of Chapter 4 – Surgery, pages 53-132.
2. Complete the homework assignment.
   a. Exercise 4.3, even numbered questions
   b. Exercise 4.4, even numbered questions
   c. Exercise 4.7, even numbered questions
   d. Exercise 4.8, even numbered questions
   e. Exercise 4.11, even numbered questions
   f. Exercise 4.12, even numbered questions
   g. Exercise 4.15, even numbered questions
   h. Exercise 4.16, even numbered questions
   i. Exercise 4.19, even numbered questions
   j. Exercise 4.20, even numbered questions
3. Discussion: What reference materials do you think will be most useful when coding in the surgery section? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Five
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify systemic subsections of the Surgery section of the CPT book.
2. Assign appropriate CPT codes for surgical procedures according to coding guidelines.

Assignments:
1. Read part 2 of Chapter 4 – Surgery, pages 133-170.
2. Complete the homework assignment.
   a. Exercise 4.23, even numbered questions
   b. Exercise 4.24, even numbered questions
   c. Exercise 4.27, even numbered questions
   d. Exercise 4.28, even numbered questions
   e. Exercise 4.31, even numbered questions
   f. Exercise 4.32, even numbered questions
   g. Exercise 4.35, even numbered questions
   h. Exercise 4.36, even numbered questions
   i. Exercise 4.39, even numbered questions
   j. Exercise 4.40, even numbered questions
   k. Exercise 4.43, even numbered questions
   l. Exercise 4.44, even numbered questions
3. Discussion: What have you found to be the most difficult part of coding in the surgery section so far? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Six
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify subsections in the Radiology Services section of the CPT book.
2. Assign appropriate CPT codes for radiology procedures according to coding guidelines.

Assignments:
1. Read Chapter 5 – Radiology.
2. Complete the homework assignment.
   a. Exercise 5.2, even numbered questions
3. Discussion: Discuss potential challenges and ways to overcome them with interventional radiology coding. Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Seven
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify subsections in the Pathology and Laboratory Services section of the CPT book.
2. Assign appropriate CPT codes for pathology and laboratory procedures according to coding guidelines.

Assignments:
1. Read Chapter 6 – Pathology and Laboratory Services.
2. Complete the homework assignment.
   a. Exercise 6.1, even numbered questions
3. Discussion: What are the pros and cons of maintaining pathology and laboratory codes hard coded into a chargemaster as opposed to manually assigning them? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Eight
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify subsections in the Evaluation and Management section of the CPT book.
2. Assign appropriate CPT codes for Evaluation and Management Services according to coding guidelines.

Assignments:
1. Read Chapter 7 – Evaluation and Management.
2. Complete the homework assignment.
   a. Exercise 7.1, even numbered questions
3. Discussion: How can accuracy of Evaluation and Management coding be ensured when a physician office assigns codes using a superbill form? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Nine
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify subsections in the Medicine section of the CPT book.
2. Assign appropriate CPT codes for Medicine services according to coding guidelines.

Assignments:
1. Read Chapter 8 – Medicine.
2. Complete the homework assignment.
   a. Exercise 8.1, even numbered questions
3. Discussion: Why do you think that the procedures in the Medicine section are not arranged according to body system in the Surgery section? Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Ten
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Identify subsection of Anesthesia section of the CPT book.
2. Assign appropriate CPT codes for anesthesia services according to coding guidelines.
3. Identify sections of the HCPCS Level II codes.
4. Assign appropriate HCPCS Level II codes for procedures and services according to coding guidelines.

Assignments:
1. Read Chapter 9 – Anesthesia and Chapter 10 – HCPCS Level II.
2. Complete the homework assignment.
   a. Exercise 9.1, even numbered questions
   b. Exercise 10.1, even numbered questions
3. Discussion: Select three sections in the HCPCS book and discuss how the work settings in which the codes would be used. Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
4. Complete the weekly reflection.
5. Complete the quiz.

Week Eleven
Objectives:
Upon completion of this week's assignments, the student will be able to:
1. Explain the prospective payment system utilized by Medicare reimbursement for ambulatory surgery procedures.
2. Identify the characteristics of the resource-based relative value scale (RBRVS) for Medicare.
3. Identify the characteristics of ambulatory patient classification (APC) groups.
4. Define unbundling.

Assignments:
1. Read chapter 11 – CPT and Reimbursement.
2. Complete the homework assignment.
   a. Exercise 11.2, even numbered questions
6. Discussion: Many people consider coding and billing to be two different careers, but they actually work hand-in-hand. Discuss why it is important for somebody working in the billing department to have a strong education in coding. Post answers to the discussion forum by Sunday, Day 7. Be sure to respond to at least one other classmate's post.
7. EOB assignment.
8. Chargemaster assignment.
9. Complete the weekly reflection.
10. Complete the quiz.

Week Twelve
Assignments:
1. Complete the final examination.
1. Complete the final course reflection. Each student must submit a 2 – 3 paragraph report to the Final Course Reflection drop box. The report shall summarize the learning concepts from the material covered in the lecture and reading assignments this quarter. Please devote the last paragraph to at least two concepts that you found to be most personally important and/or valuable from course material this quarter.   Also share information regarding what you liked best about the course, what you liked least about the course, and any comments or suggestions for improvement. The final course reflection is due by Sunday, Day 7 of this week.
2. Complete the course evaluation.