Coding & Reimbursement Methods (HITT 2335) Fully Online

Credit: 3 semester credit hours (2 hours lecture, 3 hours lab)

Prerequisite/Co-requisite: HITT 1441 with "C" or better. Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

Course Description:
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. *This course is time-bound, structured, and completed online with one exam completed in a proctored setting.*

Required Textbook and Materials:
1. AMA CPT-4 Standard Edition 2015 ISBN-13: 978-1622020270
2. Basic Current Procedural Terminology and HCPCS Coding 2015 Edition by Gail I. Smith, MA, RHIA, CCS-P; Published by AHIMA ISBN: 9781584265016
3. Computer and Internet Access

Course Objectives:
Upon completion of the course, the student should be able to:
1. Sequence codes according to established guidelines and standards.
2. Apply reimbursement methodologies

SCANS Skills and Competencies:
Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools.* In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline:
A. Present on Admission (POA)
1. Review Guidelines for Present on Admission
2. Assign POA indicator on diagnosis codes
B. Hospital Acquired Conditions (HAC)
1. Review guidelines for HAC's.
2. Understand which diagnoses are HAC's.
C. Medicare Severity-Diagnosis Related Groups (MS-DRG's)
1. Explain MS-DRG system and what components make up MS-DRG.
D. Outpatient Guidelines vs. Inpatient Guidelines
1. Know the difference between outpatient guidelines and inpatient guidelines
E. Application of the CPT System
1. Understand the contents of the CPT Manual
2. Use the CPT Index
3. Assign a CPT code

F. Surgery Section
1. Given a procedure or operative report, correctly assign CPT Codes to the following systems:
a**.** Integumentary System.
b. Musculoskeletal System
c. Respiratory System
d. Cardiovascular System
e. Hemic, Lymphatic, Mediastinum and Diaphragm Systems
f. Digestive System
g. Urinary System and Male Genital System
h. Female Genital System and Maternity Care and Delivery
i. Endocrine System and Nervous System
j. Eye and Ocular Adnexa System and Auditory System
2. Apply general and specific coding guidelines to surgery CPT codes

G. Radiology Section
1. Given a procedure correctly assign CPT Codes to radiology CPT codes.
2. Apply general and specific coding guidelines to radiology CPT Codes

H. Pathology and Laboratory Services
1. Given a procedure correctly assign CPT Codes to pathology and laboratory services.
2. Apply general and specific coding guidelines to pathology and laboratory services

I. Medicine
1. Given a procedure correctly assign CPT Codes to medicine section.
2. Apply general and specific coding guidelines to medicine services

J. Evaluation and Management (E/M)
1. Given a procedure correctly assign CPT Codes to E/M services.
2. Apply general and specific coding guidelines to E/M services.
3. Identify the seven components included in the descriptor for the levels of E/M services.
4. List the three key components for levels of E/M services

K. Anesthesia Section
1. Given a procedure correctly assign CPT Codes to Anesthesia services.
2. Apply general and specific coding guidelines to Anesthesia services.

L. Modifiers
1. Assign modifiers for outpatient hospital setting and physician setting.
2. Identify when to use a modifier.

M. **Reimbursement in the Ambulatory Setting**
1. Explain the prospective payment system utilized for Medicare reimbursement for ambulatory surgery procedures
2. Identify the characteristics of the resource-based relative value scale (RBRVS) for Medicare reimbursement for physicians.
3. Identify the characteristics for ambulatory patient classification (APC) groups.
4. Describe the purpose of the Medicare outpatient code editor
5. Discuss the purpose and intended uses for Skilled Nursing Facilities and Home Health Facilities

N. ICD-10-CM
1. Apply general and specific coding guidelines to ICD-10-CM
2. Given a diagnosis, correctly assign ICD-10-CM code.
O. ICD-10-PCS
1. Apply general and specific coding guidelines to ICD-10-PCS
2. Given a procedure, correctly assign ICD-10-PCS code.

Grade Scale:

90–100   A
80–89   B
70-79   C
60-69   D
0–59   F

Course Evaluation:
Final grades will be calculated according to the following criteria:

Course Assignments	20%
Discussions/Participation	20%
Unit Exams (2)	45%
Final Exam (Proctored)*	15%

*The student will be required to take the final exam in a proctored environment.

Course Requirements:
1. Students can complete this course without physically visiting the institution offering the course.
2. The student will assign codes.
3. The student will utilize a medical dictionary.
4. The student will post discussions as instructed along with any other assignments instructed to complete.
5. The student will access the textbook publisher's website and complete the interactive assignments/games.
6. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
7. The student will be required to take Final Exam in a proctored environment. If you live within 60 miles from campus, please plan to take the proctored exam within the LIT ACT Testing Center located in T1 Building. Learners from a distance may make alternative arrangements.

Course Policies:
1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. Students must log onto Blackboard and access this course a minimum of 4 - 5 times per week.
3. Students must respect one another and all faculty.
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. Cheating of any kind will not be tolerated.
6. All exams will be taken on the scheduled dates. There will be **NO MAKE UP EXAMS.**
7. All assignments are due when stated. Late assignments are not accepted.
8. Additional course policies are outlined in "Classroom Policies" provided at the beginning of the semester.

9. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy

10. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an "F" grade for the course. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday. Assignment grades will be published within 2 week of the assignment due date.

Technical Requirements:
The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:
http://kb.blackboard.com/pages/viewpage.action?pageId=25368512
A functional internet connection, such as DSL, cable, or Wi-Fi is necessary to maximize the use of the online technology and resources.

Disabilities Statement:
The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:
http://www.lit.edu/depts/stuserv/special/defaults.aspx

Class Schedule (Tentatively):

Week of Semester	Topic	Textbook Reference
Module 1 Week 1	Introduction	Handouts
Week 2	1. Present on Admission (POA) 2. Hospital Acquired Conditions (HAC) 3. Medicare Severity-Diagnosis Related Groups (MS-DRG's) 4. Outpatient Guidelines vs. Inpatient Guidelines 5. Coding from medical record	Handouts
Week 3	1. CPT Manual: Overview 2. Introduction to Clinical Coding 3. Application of CPT System	Chapters 1 and 2.
Week 4	Integumentary System	Chapter 4

Week 5	1. Musculoskeletal System 2. Respiratory System	Chapter 4
Week 6	Test 1: Take Home Test	Chapter 4
Module 2 Week 7	1. Cardiovascular System 2. Digestive System	Chapter 4
Week 8	1. Urinary System 2. Male Genital System 3. Female Genital System 4. Maternity Care/Delivery	Chapter 4
Week 9	1. Endocrine System 2. Nervous System 3. Eye 4. Auditory System Exam 2: Take Home Test	Chapter 4
Week 10	Spring Break	
Module 3 Week 11	1. Radiology 2. Laboratory/Pathology 3. Medicine 4. Anesthesia	Chapters 5, 6, 8 and 9.
Week 12	Evaluation and Management Services	Chapter 7
Week 13	1. Modifiers 2. HCPCS Level II 3. Reimbursement Methodology	Chapters 3, 10 and 11
Week 14	ICD-10-CM	Handouts
Week 15	ICD-10-CM	Handouts
Week 16	ICD-10-PCS	Handouts
Week 17	ICD-10-PCS	Handouts
Week 18	Proctored Final Exam: Radiology thru ICD-10-PCS	Proctored