Coding & Reimbursement Methodology
(HITT 2335 2A1) - Fall 2023

CREDIT
3 semester credit hours (2 hours lecture, 3 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
HITT 2330, HITT 1301, BIOL 2301 & 2302 with a "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*

COURSE OBJECTIVES
Upon completion of the course, the student should be able to:
1. Assign and sequence codes according to established guidelines and standards.
2. Apply reimbursement methodologies

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.

INSTRUCTOR CONTACT INFORMATION

Instructor:	Deborah Cross
Email:	dlcross@lit.edu
Office Phone:	409.504.3624
Office Location:	Virtual via Collaborate
Office Hours:	By Appointment Only

REQUIRED TEXTBOOK AND MATERIALS
1. *CPT-4 Professional Edition* 2023 Edition ISBN-13: 9781640162136 by AMA
2. *Basic Current Procedural Terminology and HCPCS Coding* 2021 Edition by Gail I. Smith, MA, RHIA, CCS-P; Published by AHIMA, Product Code: AC200621
   ISBN-13: 9781584268253 (Note: There is no 2023 Edition; we will use 2021 Edition)
3. Computer with internet access

Approved: SW/08.14.23

ATTENDANCE POLICY

Students must log onto Blackboard and access this course a minimum of three times per week.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS	ASSIGNMENTS (Due on this Date)
Module 1 Week 1 **Due 9/5**	Introduction on Textbook and 3M Encoder, Syllabus and Chapter 1: Introduction to Clinical Coding and Discussion Board	Textbook: pages 1-16. Do Chapter 1 Review for Practice. Review Netiquette Review Syllabus Review Textbook Information and 3M Encoder PowerPoints	Introduction Discussion due 9/5
Week 2 **Due 9/11**	Chapter 2: Application of CPT System	Textbook: Pages 17-44 and PowerPoints Do Chapter 2 Exercises 2.1 thru 2.5 and the Review for practice.	Ch 2 Assignment Due 9/11.
Week 3 Due 9/18	Chapter 3: Modifiers	Textbook Pages 45-64 and PowerPoints Do Chapter 3 Review for practice.	Ch 3 Assignment Due 9/18

Week 4 **Due 9/25**	Chapter 4: Surgery Section and Integumentary System Parts 1 and 2	Textbook Pages 65-87 and PowerPoints Do Chapter 4.1 thru 4.6 Exercises for Practice.	Surgery Section and Integumentary System Parts 1 and 2 Assignment Due 9/25
Week 5 **Due 10/2**	Chapter 4: Integumentary System Parts 3 and 4	Textbook Pages 88-101 and PowerPoints Do 4.7 thru 4.10 Exercises for Practice.	Ch 4 Integumentary System Parts 3 and 4 Assignment Due 10/2
Week 6 **Due 10/9**	Chapter 4: Musculoskeletal System and Respiratory System	Textbook Pages 101-125 and PowerPoints Do 4.11 thru 4.23 Exercises for Practice	Ch 4 Musculoskeletal and Respiratory System Bonus Assignment Due 10/9
Week 7 **Due 10/16**	Exam 1 on Module 1	Chapters 1-3 and Chapter 4 (Integumentary Systems-Respiratory Systems)	Exam 1 Due 10/16
Module 2: Week 8 **Due 10/23**	Chapter 4: Cardiovascular System Discussion 2	Textbook Pages 126-139 and PowerPoints Do 4.24 and 4.25 Exercises for Practice	Ch 4 Cardiovascular Bonus Assignment Due 10/23 Discussion 2 Due 12/5
Week 9 **Due 10/30**	Chapter 4: Digestive System	Textbook Pages 139-156 and PowerPoints Do 4.26 thru 4.30 Exercises for Practice.	Ch 4 Digestive System Assignment Due 10/30
Week 10 **Due 11/6**	Chapter 4: Urinary System, Male Genital System, Female Genital	Textbook Pages 156-177 and PowerPoints	Ch 4 Urinary System, Male Genital System, Female Genital System and

	System and Maternity Care/Delivery	Do 4.31 thru 4.39 Exercises for Practice.	Maternity Care/Delivery Assignment Due 11/6
Week 11 **Due 11/13**	Chapter 4: Endocrine System, Nervous System, Eye and Auditory System Exam 2 on Module 2	Textbook: Pages 177-196 Do Exercises 4.40 thru 4.47 for Practice	Exam 2 on Module 2 Cardiovascular System thru Auditory System Due 11/13
Module 3: Week 12 **Due 11/20**	Chapter 5: Radiology, Chapter 6: Lab/ Pathology, Chapter 9 Medicine	Textbook: Pages 197-222; 283-310 Do Exercises for Chapters 5, 6 and 9 for Practice.	Chapter 5: Radiology, Chapter 6: Lab/ Pathology, Chapter 9 Medicine Assignment due 11/20
Week 13 **Due 11/27**	Revenue Cycle	Handouts and PowerPoints	Revenue Cycle Assignment Due 11/27
Week 14 **Due 12/4**	Chapter 10: Anesthesia, Chapter 11: HCPCS Level II and Chapter 12: Reimbursement	Textbook: Pages 311-336 and Handouts and PowerPoints Do Exercises for Chapters 10-12 for practice.	Chapter 10 Anesthesia, Chapter 11 HCPCS Level II and Ch 12 Reimbursement Assignment due 12/4
Week 15 **Due 12/5**	Evaluation and Management Services Final Exam: Module 3 on Weeks 12-15.	PowerPoints and exercise. Note: Chapters 7 and 8 in textbook are outdated so only use updated PowerPoints.	Final Exam Due 12/5 on Module 3 Weeks 12-15. Discussion 2: Due 12/5

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Discussions/Participation	20%
Course assignments/Labs	20%
Unit Exams (2)	45%
Final Exam	15%

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY
Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/REQUIREMENTS

1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All exams will be taken on scheduled dates.
3. All assignments are due when stated.
4. If there is an extenuating circumstance, please reach out to the instructor for establishing a plan of action on making up the missed assignment/exams. Extenuating circumstances will be determined on an individual case-by-case basis.
5. Students can complete this course without physically visiting the institution offering the course.
6. The student will post discussions as instructed along with any other assignments instructed to complete.
7. The student will search for current related topics and submit them as part of assignment/discussion.
8. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
9. The student will complete the comprehensive final exam at the posted time.
10. Students must respect one another and all faculty.
11. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
12. Cheating of any kind will not be tolerated.
13. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
14. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
15. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday with the exception of weekends, holidays, and if out of the office due to training/sickness.
16. Assignment grades will be published within 1 week of the assignment due date.

FAQs

1. **How quickly are assignments graded in this class?**

Assignments are graded usually within two weeks.

2. **How do I know what grade I made on an assignment?**

   Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3. **How do I study for exams?**

   Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

   You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4. **What time are my assignments/exams/discussions due?**

   All assignments, labs, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.