

Coding & Reimbursement Methodology (HITT 2335 2A1) - Fall 2024

CREDIT

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

MODE OF INSTRUCTION

Online



**LAMAR INSTITUTE
OF TECHNOLOGY**

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. *Current Procedural Terminology & HCPCS Coding for Physicians and Facilities* by Kimberly Huey, 2024, Product #: AC200723, ISBN #: 9781584269267, Publisher: AHIMA Press
<https://my.ahima.org/ahima-store/#/productdetail/e9421711-4b03-ef11-9f89-000d3a59d761>
2. *CPT Professional Edition, 2024*, ISBN #: 9781640162846, Publisher: American Medical Association

3. Computer with internet access

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.

If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS	ASSIGNMENTS (Due on this Date)
Module 1 Week 1 Due 9/9	Introduction on Textbook and 3M Encoder, Syllabus, Preface (from textbook) and Chapter 1: Introduction to Clinical Coding and Discussion 1.	Read Textbook: Preface: pgs ix-x and Chapter 1: pgs 1-17 along with pdf slides. Do Chapter 1 Review for Practice. Review the following handouts: Netiquette and Syllabus. Review pdf slides on Textbook and 3M Encoder.	Discussion 1 due 9/9
Week 2 Due 9/16	Chapter 2: Application of CPT System	Read Textbook: Pages 19-44 and pdf slides. Do Chapter 2 Exercises 2.1 thru 2.5 and the Review for practice.	Ch 2 Assignment Due 9/16.
Week 3 Due 9/23	Chapter 3: Modifiers	Read Textbook Pages 45-66 and pdf slides. Do Chapter 3 Review for practice.	Ch 3 Assignment Due 9/23
Week 4 Due 9/30	Chapter 4: Surgery Section and	Read Textbook Pages 67-86 and pdf slides. Do	Surgery Section and Integumentary System

	Integumentary System Parts 1 and 2	Chapter 4.1 thru 4.4 Exercises for Practice. If you want additional practice, see page 456 in Textbook for additional practice exercises that pertain to this section.	Parts 1 and 2 Assignment Due 9/30
Week 5 Due 10/7	Chapter 4: Integumentary System Parts 3 and 4	Read Textbook Pages 87-104 and pdf slides. Do 4.5 thru 4.8 Exercises for Practice. If you want additional practice, see page 456 in Textbook for additional practice exercises that pertain to this section.	Ch 4 Integumentary System Parts 3 and 4 Assignment Due 10/7
Week 6 Due 10/14	Chapter 4: Musculoskeletal System and Respiratory System and Exam 1 (Weeks 1-6)	Read Textbook Pages 104-141 which pertain to the pdf slides. Do 4.9, 4.11, 4.12, 4.14 thru 4.19 exercises for Practice. If you want additional practice, see page 456 in Textbook for additional practice exercises that pertain to this section.	Exam 1 Due 10/14 on Weeks 1-6
Module 2: Week 7 Due 10/21	Chapter 4: Cardiovascular, Hemi, and Lymphatic Systems Discussion 2	Read Textbook Pages 142-170 which pertain to the pdf slides. Do	Ch 4 Cardiovascular Bonus Assignment Due 10/21 Discussion 2 Due 12/9

		4.20 and 4.24 Exercises for Practice. If you want additional practice, see page 456 in Textbook for additional practice exercises that pertain to this section.	
Week 8 Due 10/28	Chapter 4: Digestive System	Read Textbook Pages 171-197 which pertain to the pdf slides. Do 4.25 thru 4.29 Exercises for Practice. If you want additional practice, see page 456 in Textbook for additional practice exercises that pertain to this section.	Ch 4 Digestive System Assignment Due 10/28
Week 9 Due 11/4	Chapter 4: Urinary System, Male Genital System, Female Genital System and Maternity Care/Delivery	Read Textbook Pages 198-232 which pertain to the pdf slides. Do 4.30 thru 4.39 Exercises for Practice. If you want additional practice, see pages 456-457 in Textbook for additional practice exercises that pertain to this section.	Ch 4 Urinary System, Male Genital System, Female Genital System and Maternity Care/Delivery Assignment Due 11/4

<p>Week 10 Due 11/11</p>	<p>Chapter 4: Endocrine System, Nervous System, Eye and Auditory System</p> <p>Exam 2 on Module 2 Weeks 7-10</p>	<p>Read Textbook: Pages 232-268 which pertain to the pdf slides. Do Exercises 4.43, 4.44, 4.45, 4.47 and 4.49 for Practice. If you want additional practice, see pages 456-457 in Textbook for additional practice exercises that pertain to this section.</p>	<p>Exam 2 on Module 2 Cardiovascular System thru Auditory System (Weeks 7-10) Due 11/11</p>
<p>Module 3: Week 11 Due 11/18</p>	<p>Chapter 5: Radiology, Chapter 6: Lab/ Pathology, Chapter 8 Medicine</p>	<p>Read Textbook: Pages 273-306; and 347-396 which pertain to the pdf slides. Do Exercises for Chapters 5, 6 and 8.1 and 8.7 for Practice.</p>	<p>Chapter 5: Radiology, Chapter 6: Lab/ Pathology, Chapter 9 Medicine Assignment due 11/18</p>
<p>Week 12 Due 11/25</p>	<p>Revenue Cycle</p>	<p>Read Handouts and pdf slides.</p>	<p>Revenue Cycle Assignment Due 11/25</p>
<p>Week 13 Due 12/2</p>	<p>Chapter 9: Anesthesia, Chapter 10: HCPCS Level II and Chapter 11: CPT and Reimbursement</p>	<p>Read Textbook: Pages 399-444 which pertain to the pdf slides and read Handouts. Do Exercises for Chapters 9-11 for practice.</p>	<p>Chapter 9 Anesthesia, Chapter 10 HCPCS Level II and Ch 11 CPT and Reimbursement Assignment due 12/2</p>
<p>Week 14 Due 12/9</p>	<p>Chapter 7: Evaluation and Management Services Exam 3: Module 3 on Weeks 11-14.</p>	<p>Read Textbook: Pages 307-345 which pertain to the pdf slides. Do</p>	<p>Exam 3 Due 12/9 on Module 3 Weeks 11-14. Discussion 2: Due 12/9</p>

		exercises 7.1 thru 7.8 for practice.	
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COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Discussions/Participation	20%
Course assignments	35%
Unit Exams (3)	45%

GRADE SCALE

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

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.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

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.