

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School of Health Sciences
HIMA220
Classification Systems I
Credit Hours: 3
Length of Course: 8 weeks
Prerequisites: HIMA100, BIOL201

Instructor Information

Please refer to the Syllabus tab for your instructor's contact information and biography.

Course Description (Catalog)

This course will introduce the student to the principles of taxonomy. The course will include purposes of classifying diseases, clinical vocabularies, and terminologies/nomenclatures. The interaction of different Prospective Payment Systems with classification systems will be emphasized. Data quality, the Uniform Hospital Discharge Data Set as well as coding/sequencing guidelines and advanced topics in diagnosis and procedural coding

Course Scope

Advanced coding is crucial to the successful operation of any health care facility or provider's office because reported codes determine the amount of reimbursement received. The general purpose of this course is to provide students with advanced knowledge of how to accurately report diagnoses and procedure codes through the application of official coding guidelines.

Course Learning Objectives

After successfully completing this course, candidates will be able to:

1. Describe the principles and applications of coding systems including those used in the electronic health record and paper records.
2. Apply the basic principles and applications of coding in regards to diagnoses and procedures.
3. Examine the purposes of coding and the impact of coding on healthcare facilities financial status.

4. Identify healthcare taxonomies, clinical vocabularies, terminologies/nomenclatures used in the organization's health information systems.
5. Analyze different charts to determine severity of illness systems; such as APR-DRGs.
6. Interpret coding guidelines and conventions for coding and reporting.
7. Apply guidelines for coding and reporting accurate codes.
8. Assign diagnostics and/or procedure codes for acute inpatient cases.

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due weekly as noted on the course outline and can include Forum questions and written assignments. Assigned faculty will support the students throughout this eight-week course.

Course Materials

Required Course Textbook:

Green, M. (2021). 3-2-1 code it! Clifton Park, NY: Thomson Delmar Learning.

Contains access to EncoderPro software.

Workbook to Accompany 3-2-1 Code It. (5th edition). Delmar Pub.

Optum (2021). ICD-10-CM/ICD-10-PCS Professional for Physicians Complete Code Set (Bundle). Cengage.

[EHRGo Software](#)

Required Textbook for the degree program:

Candidates are expected to adhere to APA style throughout the program. The *Publication manual of the American Psychological Association* (Currently 7th ed.) should be purchased and used in all courses.

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

www.findacode.com

CMS.gov (n.d.). Retrieved February 4, 2021, from <https://www.cms.gov/medicare/icd-10/2021-icd-10-cm>

Welcome to ICD10Data.com. (n.d.). Retrieved February 4, 2021, from <http://www.icd10data.com/>

Evaluation Procedures

Discussion

Please join the forums each week. Replies must be posted in the week due and replies after the end of the each week will not be graded. The Forums are for student interaction and input should be submitted before the week ends in order to fully participate in the discussions.

Students should demonstrate their own knowledge in the forums and avoid copying and pasting from websites.

Guidelines:

- Post the initial response to each forum by 11:59pm, ET, Wednesday.
- Initial responses are to be original in content and demonstrate a thorough analysis of the topic.
- Reply to at least **2 of your classmates** in each forum by 11:59pm, ET, Sunday.
- Responses to classmates are significant to advance the forum.
- All forums can be accessed in the discussion section of the course.

EHR Assignments

During Weeks **2,3, 4, 5, 6,7 and 8** you will complete assignments that require use of the **EHRGo Software** program. Details and submission guidelines for each of these can be found within the Assignments area of the course.

Grading Scale

Grade	Quality Points/ Grading Percent	Description
A	4.0/ 100 - 94	All: Very high quality, clearly above average work
A-	3.67/ 93 - 90	
B+	3.33/ 89 - 87	
B	3.0/ 86 - 84	Undergrad: Above average Graduate: Expected performance level
B-	2.67/ 83 - 80	
C+	2.33/ 79 - 77	
C	2.0/ 76 - 73	
C-	1.67/ 72 - 70	Undergrad: Below Average Graduate: Failing
D+	1.33/ 69 - 67	Undergrad: Unsatisfactory Graduate: Failing
D	1.0/ 66 - 64	Undergrad: Unsatisfactory Graduate: Failing
D-	.67/ 63 - 60	Undergrad: Unsatisfactory Graduate: Failing
F	0.0/ 59 - 0	Undergrad: Failing Graduate: Failing

Course Grading Outline

Grading Instrument	Percentage of Final Grade
Forum	20
Quizzes	20
EHRGo Assignments	20
Case Assignments	20
Comprehensive Final Examination	20
TOTAL	100%

Course Lesson Outline

Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
1	Overview of Coding	1, 3, 4	Chapter 1: Overview of Coding	Reading Discussion Practice: Chapter 1 Workbook Review and Exercises	W1.1 Introductions W1.2 Medical Records and Documentation
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
2	Introduction to ICD-10 Coding	1, 3, 4	Chapter 2: Introduction to ICD-10-CM/PCS Coding	Reading Discussion Assignment 1: EHR Go – Inpatient Record (Anderson) Practice: Chapter 2 Workbook Review and Exercises	W.2.1 ICD-10 Coding Process
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)

3	ICD-10 Coding Conventions	1 2, 3, 4	Chapter 3: ICD- 10-CM/PCS: Coding Conventions	Reading Discussion Assignment 2: EHRGo – Inpatient Record (Amberg) Quiz 1 Practice: Chapter 3 Workbook Review and Exercises	W3.1 Basic ICD- 10-CM Coding Review
Lesson	Topic	Course	Reading(s)	Assignment(s)	Forum(s)

		Objective(s)			
4	ICD-10-CM Chapter Specific Guidelines	2, 6, 7, 8	Chapter 4: Chapter Specific Coding Guidelines: Chapters 1-10	Reading Discussion Assignment 3: EHRGo – Inpatient Record (Hobbie) Practice: Chapter 4 Workbook Review and Exercises	W4.1 Facility Classifications
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
5	ICD-10-CM Chapter Specific Guidelines	2, 6, 7, 8	Chapter 4: Chapter Specific Coding Guidelines: Chapters: 1-10	Reading Discussion Week 5 Assignment: EHRGo ** Quiz 2 Continue: Practice Chapter 4 Workbook Review and Exercises	W5.1 Inpatient ICD-10-CM Coding Review
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)

6	ICD-10-CM/PCS: Hospital Inpatient Coding	2, 6	ICD-10-CM/PCS: Hospital Inpatient Coding	Reading Discussion Assignment 5: Inpatient Procedure Cases Quiz 3 Practice: Chapter 6 Workbook Review and Exercises	W6.1 ICD PCS Coding Review
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)

7	ICD-10-PCS Coding Guidelines	2, 6, 7, 8	Chapter 5: Specific Coding Guidelines: Chapters 11-22	Reading Discussion Assignment: EHRGo – Inpatient Records (Danielski & Feinstein) Practice: Chapter 5 Workbook Review and Exercises	W7.1 ICD PCS Case Review
Lesson	Topic	Course Objective(s)	Reading(s)	Assignment(s)	Forum(s)
8	Outpatient and Physician Office	1-8	Chapter 7 ICD- 10-CM and ICD-10 PCS Hospital Inpatient Coding	Reading Assignment: EHRGo** Discussion Final Exam Practice: Chapter 7 Workbook Review and Exercises	W8.1 ICD-10-CM in Outpatient Coding

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked questions about policies are listed below.

[Drop/Withdrawal](#)

[Policy Plagiarism](#)

[Policy](#)

[Extension Process and](#)

[Policy Disability](#)

[Accommodations](#)

Academic Writing Requirements:

The School of Health Sciences requires use of APA format and style and all students are encouraged to have a current copy of the APA Publication Manual. All written assignments must be submitted in APA format style unless otherwise noted in the assignment directions.

Health Information Management Program Policies

Assignment and Coursework Grading Policy

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. Failure to submit coursework by the designated due date will result in a ten percent (10%) penalty per day until three (3) days after the coursework is due. Therefore, after three (3) days, the maximum grade the student can achieve with a late submission will be a grade of 70% (C-). If a student is ill, has a family crisis, or will miss scheduled coursework deadlines for any reason, the student shall notify the instructor in advance if at all possible. Assignments will NOT be accepted more than seven (7) days after the due date unless prior arrangements have been made in advance of the due date. Please refer to the student handbook for additional information. [Student Handbook](#)

Use of Online Sources such as Course Hero

Use of Online Sources such as Course Hero In addition to the university's plagiarism policy, students who are found to have submitted materials plagiarized from any online source, such as Course Hero, will be reported to the university and may fail the course and/or be expelled APUS. Use of said materials is academic dishonesty and will not be tolerated.

Self-Plagiarism

Each course in the program has unique course learning objectives designed to build professional knowledge and skills. To accomplish these learning objectives, all work submitted for a course must be original and cannot be a resubmission of one's own previous work. When repeating a course, students must submit newly created work as well.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full range of creative composition in your formal papers, keep e-mail layouts simple. The classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), J

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

Library Guide for your course is located

This guide provides pointers for getting started with your research. It includes links to key library subscription resources, including article databases, journals, and books, as well as open web content. If you would like additional help with your research projects, or with learning how to use library resources, don't hesitate to contact the library

If a guide you need is not available yet, please email the APUS Library:
librarian@apus.edu.

2018 AHIMA Curriculum Competencies Health Information Management Baccalaureate Degree

Domain I. Data Structure, Content, and Information Governance

Competency

I.4. Recommend compliance of health record content across the health system.

Domain IV. Revenue Cycle Management

Competency

IV.1. Evaluate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.

IV.2. Manage components of the revenue cycle.

IV.3 Evaluate compliance with regulatory requirements and reimbursement methodologies.

