

NORTHEAST TEXAS COMMUNITY COLLEGE

Coding and Classification Systems

HITT 1441.088 Online

Fall 2024

COURSE SYLLABUS

Instructor: Karen Duck, MS, BAAS, AAS, CMA (AAMA)
Classroom: Online
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Telephone: (903) 738-5399 (Text messages are great!)

Course Description

This course consists of the fundamentals of coding rules, conventions, and guidelines using ICD-10-CM diagnostic clinical classification systems.

Textbooks: ***Understanding ICD-10-CM & ICD-10-PCS A Worktext, 2021, Mary Jo Bowie***

Course Learning Objectives

Upon successful completion of this course, the student should be able to:

- Upon successful completion of this course, the student should be able to:
- Define key terms related to each chapter.
- Discuss and explain the purpose, development, and sections relating to current diagnostic terminology (ICD-10-CM) coding.
- Describe the development and history of the International Classification of Diseases (ICD) coding system.
- Identify the structure of the ICD-10-CM diagnostic code
- List and explain the purpose of placeholders and extensions in ICD-10-CM
- Define the purpose of ICD-10-CM coding conventions and how they are used
- Correctly use and assign ICD-10-CM codes to cases.
- Complete the objectives for each chapter covered in this course.

Course Policies

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus and course calendar for your reference.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1
Tuesday – Day 2
Wednesday – Day 3
Thursday – Day 4
Friday – Day 5
Saturday – Day 6
Sunday – Day 7

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform differing educational exercises in association with class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. Weekly discussion questions.
2. Hand-on coding exercises using and EncoderPro electronic coding program.
3. Additional articles, lectures, and video demonstrations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the “announcements” section of BlackBoard. **There are NO make-up exams and I do NOT accept late assignments!** All assignment due dates are listed under the description of the assignment in each weekly learning module. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension. Technology issues are not valid reasons for missing deadlines. Course weeks close in Blackboard on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Grading:

DQ's	20%
Coding Assignments	20%
Quizzes	25%
Final Exam	35%

Grading Scale:

The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

**** A minimum of a "C" is required to pass this course.**

Drop Policy: The last day to drop with a grade of "W" is **Tuesday, November 19, 2024.**

Grades will be posted online under "**My Grades**" in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you would not receive grades on that assignment until Day 7 of Week 4.

I will log in to the course throughout the week to monitor the weekly **Discussion** area. Feedback will be provided in the **Discussion** area and/or in the **Announcements** area. Requests for more specific feedback may be made in the **Discussion** area or in the **Ask the Instructor** area. I will respond to each student's main post each week but will not usually respond to all posts. If you feel you are not receiving enough feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

Academic Dishonesty:

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under "**START HERE**"

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.

Online Communication:

Since this is online course and we do not interact face-to-face, good communication within the online environment is essential. Please read “The Core Rules of Netiquette” posted under “**START HERE.**”

If you have any questions regarding course content or questions related specifically to the class, please post them in the “**Ask the Instructor Forum**” posted under “**START HERE**” or “**DISCUSSIONS.**” Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information under the “**Announcements**” tab.

It is important to always check your **NTCC E-mail, the Discussion Area, Announcements, and the Ask the Instructor Discussion Forum** each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **NTCC e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the “**Ask the Instructor Forum,**” or you can contact NTCC’s Tech Support. There are several “tabs” to the left of the course screen that provide additional information for the course.

Internet Connection Issues:

Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, “my dog ate my computer” is

not a valid excuse. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. If you have issues with navigating through the BlackBoard system, please refer to the "HELP" tab to the left on the course screen. Information for technology requirements is found under the "Tech Requirements" link. If you have problems with connectivity, please contact your Internet service provider or NTCC's tech support.

Course Materials and Assignments:

Along with your text books for this course, additional course materials, if needed, will be provided by the instructor. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course:

Discussion Questions (DQs): You will have one DQ due each week that is worth 15 points. Grading is based on the DQ rubric located in the "Rubric" tab on the right side of homepage screen. Please post your initial response by Day 2 (Tuesday) and respond to at least two classmates/instructor's post by Day 5 (Friday). You must post on at least three different days of the week to receive full credit for participation. The minimum word count for initial posting is 50 words and minimum word count for peer responses is 25 words. Make sure that you research your answer and cite and reference your work using **APA formatting**. Answers must be thought provoking or ask a question regarding the content of the post. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, the use of citation and referencing, and punctuation as correct use of written communication is important. I have posted basic information for use of APA formatting under the "START HERE" tab.

Weekly Chapter Quizzes: All quizzes for each week are due by Day 7 of each week at 11pm.

Hands-on Coding Assignments: Hands-on coding assignments will be assigned beginning in Week 3, and students are encouraged to purchase a ICD10- CM Coding manual. These can be purchased online, but the newest edition is not required. Any manual from 2019 to present would be sufficient. An alternative option is the free website **ICD10Data.com**.

******There are no make-ups for any activities or assignments and late work is not accepted unless prior arrangements have been made******

Final Exam: The final exam will be administered the last week of class and will not be available before the last week of class. Additional information regarding the final will be posted the last week of class. The final will be available beginning Monday, December 2, 2024 through 11:00 pm on Friday, December 6, 2024. **There is absolutely NO MAKE UP for the final exam.**

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

Tobacco Use

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.

Chapter Objectives

Chapter 1

1. Describe the purpose of coding.
2. Explain the development of the ICD classification system.
3. Discuss the standards mandated by the Health Insurance Portability and Accountability Act of 1996.
4. Describe professional associations with reference to their certifications, requirements, and purpose.
5. Identify the employment opportunities for coders.
6. Define key terms and definitions related to this chapter

Chapter 2

1. Explain the basic structure and components of the ICD-10-CM coding book.
2. Distinguish between the two ways chapters are organized in the Tabular List of Diseases and Injuries.

3. Identify the chapters of the Tabular List of Diseases and Injuries to which a code corresponds.
4. Define key terms and definitions related to this chapter

Chapter 3

1. Explain the general purpose of the conventions used in ICD-10-CM.
2. Identify the abbreviations, symbols, and instructional notes used in ICD-10-CM.
3. Locate instructional notes in the ICD-10-CM code book.
4. Identify the difference between type 1 and type 2 Excludes notes.
5. Define the abbreviations NOS and NEC.
6. Define the punctuation used in the ICD-10-CM code book.
7. Define the symbols used in the ICD-10-CM code book.
8. Define key terms and definitions related to this chapter

Chapter 4

1. Describe the medical documentation that must be present to select an ICD-10-CM code.
2. Identify and select main terms that are referenced in the Alphabetic Index.
3. Identify modifying terms in a diagnosis statement.
4. Summarize the steps in coding.
5. Identify the ICD-10-CM Official Guidelines for Coding and Reporting that impact the steps a coder follows when selecting diagnosis codes.
6. Define key terms and definitions related to this chapter

Chapter 5

1. List the Cooperating Parties for ICD-10-CM.
2. Explain the purpose of the ICD-10-CM Official Guidelines for Coding and Reporting.
3. Identify the four sections of the ICD-10-CM Official Guidelines for Coding and Reporting.
4. Explain the differences between the guidelines for inpatient versus outpatient and physician office visits.
5. Summarize the guidelines for the sequencing of diagnostic codes.
6. Define key terms and definitions related to this chapter

Chapter 6

1. Identify infectious and parasitic diseases.
2. Identify clinical tests used to diagnose diseases.
3. Explain single-code, combination-code, and dual-code assignment.
4. Summarize the coding of symptomatic and asymptomatic cases of HIV.
5. Identify and code the types of hepatitis.
6. Accurately code infectious and parasitic diseases.
7. Select and code diagnoses from case studies.
8. Define key terms and definitions related to this chapter

Chapter 7

1. Identify the groups of neoplasms classified in ICD-10-CM.
2. Identify a neoplasm as benign or malignant based on the term used.
3. Apply coding guidelines that relate to neoplasms to select and/or sequence ICD-10-CM codes.
4. Select and code diagnoses from case studies.
5. Define key terms and definitions related to this chapter

Chapter 8

1. List the three types of blood cells.
2. Identify functions of the blood, blood composition, and blood test values.
3. Identify diseases of the blood and blood-forming organs.
4. Explain the various types of anemia and the codes for each.
5. Accurately code diseases of the blood and blood-forming organs.
6. Select and code diagnoses from case studies.
7. Define key terms and definitions related to this chapter

Chapter 9

1. Explain how hormones impact functions within the body.
2. Distinguish between the different types of diabetes and select ICD-10-CM codes for the various types of diabetes.
3. Interpret the ICD-10-CM coding guidelines that apply to endocrine, nutritional, and metabolic diseases.
4. Accurately code endocrine, nutritional, and metabolic diseases.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 10

1. Define mental health disorders and conditions.
2. Summarize how the coding for this specialty is different from the other specialties and why the coding is challenging.
3. Determine the assignment and sequencing of codes for drug and alcohol abuse and dependence.
4. Apply ICD-10-CM coding guidelines to accurately code mental, behavioral, and neurodevelopmental disorders.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 11

1. Identify the major structures of the nervous system.
2. Explain conditions that involve the nervous system.
3. Apply the ICD-10-CM coding guidelines to accurately code diseases of the nervous system.
4. Select and code diagnoses from case studies.
5. Define key terms and definitions related to this chapter

Chapter 12

1. Identify the major structures of the eye and adnexa.
2. Explain disorders that impact the eye and adnexa.
3. Interpret abbreviations that apply to disorders of the eye and adnexa.
4. Apply ICD-10-CM coding guidelines to accurately code disorders of the eye and adnexa.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 13

1. Identify diseases of the ear and mastoid process.
2. Identify the anatomy of the ear.
3. Explain diseases of the ear and mastoid process.
4. Accurately code diseases of the ear and mastoid process.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 14

1. Identify the structures and function of the circulatory system.
2. Explain diseases of the circulatory system.
3. Apply the ICD-10-CM coding guidelines to accurately code diseases of the circulatory system.
4. List the types of hypertension and select codes for the various types of hypertension.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 15

1. Identify the major functions and structures of the respiratory system.
2. Explain the diseases and conditions that impact the respiratory system.
3. Summarize coding guidelines for diseases of the respiratory system.
4. Apply ICD-10-CM coding guidelines to accurately code conditions and diseases of the respiratory system.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 16

1. Identify anatomical structures and functions of the digestive system.
2. Explain conditions that are related to the digestive system.
3. Accurately code diagnoses of the digestive system.
4. Select and code diagnoses from case studies.
5. Define key terms and definitions related to this chapter

Chapter 17

1. Identify and name the layers of the skin.

2. Explain the diseases and conditions that impact the skin and subcutaneous tissue.
3. Interpret the ICD-10-CM coding guidelines that apply to diseases of the skin and subcutaneous tissue.
4. Apply the ICD-10-CM coding guidelines to accurately code diseases of the skin and subcutaneous tissue.
5. Select and code diagnoses and procedures from case studies.
6. Define key terms and definitions related to this chapter

Chapter 18

1. Identify the anatomical structures of the musculoskeletal system.
2. Explain the conditions and disorders that affect the musculoskeletal system.
3. Interpret the ICD-10-CM coding guidelines related to the conditions of the musculoskeletal system.
4. Apply the ICD-10-CM coding guidelines to accurately code diseases of the musculoskeletal system and connective tissue.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 19

1. Identify the anatomical structures and functions of the urinary system.
2. Identify the anatomical structures of the male and female genital tracts.
3. Explain the conditions related to the genitourinary system.
4. Apply the ICD-10-CM coding guidelines to accurately code diseases of the genitourinary system.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 20

1. Identify the terminology related to pregnancy.
2. Explain the complications encountered during pregnancy and how they affect code assignment.
3. Apply the ICD-10-CM coding guidelines to accurately code conditions during pregnancy, childbirth, and the puerperium.
4. Select the final character indicating the trimester of pregnancy.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 21

1. Describe how perinatal conditions of the mother affect the fetus or newborn and code assignment.
2. Define perinatal conditions and terms used that relate to the perinatal period.
3. Apply the ICD-10-CM coding guidelines to accurately code conditions originating in the perinatal period.
4. Select and code diagnoses from case studies.
5. Define key terms and definitions related to this chapter

Chapter 24

1. Identify the organizational structure of Chapter 19 of ICD-10-CM and related tables.
2. Explain the various types of fractures.
3. Define medical terms that relate to Chapter 19 of ICD-10-CM.
4. Apply the ICD-10-CM coding guidelines to accurately code injuries, poisonings, and other consequences of external causes.
5. Select and code diagnoses from case studies.
6. Define key terms and definitions related to this chapter

Chapter 25

1. Define “external cause” code categories and terms and when a code is appropriately assigned.
2. Sequence V, W, X, and Y codes.
3. Apply relevant ICD-10-CM coding guidelines to accurately code external causes of morbidity.
4. Select and code V, W, X, or Y codes for case studies.
5. Define key terms and definitions related to this chapter