Undergraduate Course Syllabus

HCM 215: Coding and Classification Systems
Center: Online
Credits: 3

Course Prerequisites
None

Course Description
The purpose of this course is to provide students with the basic ability to identify nomenclatures and classification systems as well as assign codes using the appropriate principles, guidelines, and conventions and apply ICD-10-CM and ICD conventions' rules and guidelines.

Course Outcomes

- Use and maintain electronic applications and work processes to support clinical classification and coding
- Apply diagnosis/procedure codes using ICD-10-CM and CPT/HCPCS
- Ensure accuracy of diagnostic/procedural groupings such as DRG and APC
- Adhere to current regulations and established guidelines in code assignment
- Validate coding accuracy using clinical information found in the health record
- Use and maintain applications and processes to support other clinical classification and nomenclature systems (e.g., ICD-10-CM, SNOMED)
- Resolve discrepancies between data and medical record
- Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information

Required Materials
Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, MBS Direct, rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

American Medical Association (AMA). (2014). *CPT-2015-Professional edition.* Chicago, IL: American Medical
    Association. ISBN: 978-1-62202-026-3

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th
    Ed.). Washington, DC. ISBN: 978-1-4338-0561-5

Newby, C. (2014). *Physician practices and facilities: medical coding workbook.* New York, NY: McGraw-Hill. ISBN: 978-0-07-351104-7

Instructor Availability and Response Time

Your class interaction with your instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be active in Blackboard at least five days a week, and you will normally communicate with your instructor in the open Blackboard discussion forum so that your questions and the instructor's answers benefit the entire class. You should send emails directly to your instructor only when you need to discuss something of a personal or sensitive nature, and in those cases your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Getting Started	1	3	3
Worksheets	7	6	42
Discussions	3	5	15
Midterm Exam	1	20	20
Final Exam	1	20	20
		Total Course Points:	100

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Total Points. Points	100 Points Equivalent	
			Lower	Upper
A	93-100	4	93	100
A-	90-92	3.67	90	92
B+	87-89	3.33	87	89
B	83-86	3	83	86
B-	80-82	2.67	80	82
C+	77-79	2.33	77	79
C	73-76	2	73	76
C-	70-72	1.67	70	72
D+	67-69	1.33	67	69
D	60-66	1	60	66
F	0-59	0	0	59
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Incomplete and Incomplete/Failure: Any student requesting an "I" grade must complete a Student Petition and Contract for a Grade of Incomplete and submit it to the proper offices prior to the final day of the term/semester. The petition will specify a deadline by which the coursework must be completed. The incomplete automatically becomes an "IF" if work has not been completed and a grade has not been submitted by the specific deadline.

Grading Guides
Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule
The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. All assignments are due by 11:59 p.m. Eastern Time on the last day of the module week.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Electronics and the Changing Medical Field
	Newby (2014): Pages 79–83, "Overview" through "Illustrated Anatomical and Procedural Review," pages v–xxi
	AMA (2014): "Study Overview" through "Illustrated Anatomical and Procedural Review," pages v –xxi
	1-1 Discussion: Getting Started
	1-2 Introduction to CPT Worksheet
2	Supporting Quality Healthcare
	Newby (2014): Pages 85–88
	AMA (2014): Pages 1–50
	2-1 Evaluation and Management Worksheet
3	Nomenclatures and Classification Systems
	Newby (2014): Pages 85–88
	AMA (2014): Pages 4–10
	3-1 Evaluation and Management Worksheet
	3-2 Discussion: Level of Care
4	Quality Healthcare Management
	Newby (2014): Pages 1–10
	4-1 Discussion: Waiting: Advantages and Disadvantages (ICD-11)
	4-2 Midterm Exam
5	Coding, Data, and the Medical Record
	Newby (2014): Pages 17–20
	5-1 Coding Conventions Worksheets
6	Coding Accuracy and the Health Record
	Newby (2014): Pages 20–22
	6-1 Discussion: Electronic Formats
	6-2 Terminology Worksheets
7	Modifiers: The Medical Documentation Equalizer
	Newby (2014): Page 83
	7-1 Modifiers Worksheet
	7-2 Medical Terminology Worksheet
8	Quality Healthcare
	Newby (2014): Pages 145–148
	8-1 Final Exam

Attendance Policy

Online students are required to post to the Blackboard discussion board during the first week of class. If a student does not submit a posting to the discussion board during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the full attendance policy.

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the full late assignment policy.

SNHU College of Online and Continuing Education Guide to Student Success

Review the guide to student success.

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns.

We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services. We look forward to hearing from you. Our contact information is below.

Disability Resource Center (DRC)
(877) 591-4723 (select option 4)
(877) 520-8916 (fax)
drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the full academic honesty policy.

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the full copyright policy.

SNHU College of Online and Continuing Education Withdrawal Policy

Review the full withdrawal policy.

Southern New Hampshire University Policies

More information about SNHU policies can be found on the policy page.