New Course Request

Indiana University

Check Appropriate Boxes:

Undergraduate credit [X]  Graduate credit [ ]  Professional credit [ ]

1. School/Division  Informatics

2. Academic Subject Code  HIA-M

3. Course Number  356  (must be cleared with University Enrollment Services)

4. Instructor

5. Course Title  Laboratory Enrichment for ICD-9-CM Coding

   Recommended Abbreviation (Optional)  Lab Enrich ICD-9-CM

   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year):  Fall 2009

7. Credit Hours: Fixed at  1  or Variable from  ____________  to  ____________

8. Is this course to be graded S-F (only)? Yes  No  [X]

9. Is variable title approval being requested? Yes  No  [X]

10. Course description (not to exceed 50 words) for Bulletin publication:  This course is a laboratory for HIA-M 355 that provides hands-on experience in assigning ICD-9-CM codes. Actual patient records are used for coding practice which focuses on correct code assignment and sequencing of codes to follow ethical coding guidelines. Students will also gain hands-on experience with electronic health records and coding software used in the HIM industry.

11. Lecture Contact Hours: Fixed at  1  or Variable from  ____________  to  ____________

12. Non-Lecture Contact Hours: Fixed at  ____________  or Variable from  ____________  to  ____________

13. Estimated enrollment:  35  of which  0  percent are expected to be graduate students.

14. Frequency of scheduling:  once/year  Will this course be required for majors?  yes

15. Justification for new course:  course previously taught as a variable topic - needs permanent course number

16. Are the necessary reading materials currently available in the appropriate library?  yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

[Signature]

Department Chairman/Division Director  Date  10/9/08

Dean of Graduate School (when required)  Date

Approved by:

[Signature]

Dean  Date  10/9/08

Chancellor/Vice-President  Date

University Enrollment Services  Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
HIA-M 356 Laboratory Enrichment
For ICD-9-CM Coding
Health Information Administration, School of Informatics
Instructor: Danita Forgey, MIS, RHIA, CCS, CCSP

The Mission of IUPUI is to provide for its constituents excellence in
· Teaching and Learning
· Research, Scholarship, and Creative Activity
· Civic Engagement
With each of these core activities characterized by
· Collaboration within and across disciplines and with the community
· A commitment to ensuring diversity, and
· Pursuit of best practices

IUPUI’s mission is derived from and aligned with the principal components -- Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices – of Indiana University’s Strategic Directions Charter.

Statement of Values
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Course Description:
This course is a laboratory for HIA-M 355 that provides hands-on experience in assigning ICD-9-CM codes. Actual patient records are used for the coding practice, which focuses on correct code assignment and sequencing of codes to follow ethical coding guidelines. Students will also gain hands-on experience with electronic health records and coding software used in the HIM industry.

Course Outcomes:
This course will consist of laboratory exercises to reinforce the lectures in HIA-M355.
1. Validate coding accuracy using clinical information found in the health record. (I.C.3)
2. Assign diagnosis and procedure codes (I.C.4)
3. Assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status. (I.A.2)
4. Use a grouper to assign DRGs
Core Competencies:
1. Ability to quantitatively analyze data that are commonly utilized by the health information profession.
2. Effective use of information technology by demonstrating ability to use software packages commonly used in Health Information Departments.

Software used:
3M HIS encoder and coding references, Microsoft Word, web browser

Expectations/Guidelines/Policies:

Attendance
For students taking HIA-M 356 in class, you are expected to attend class at all times. In the event that a class must be missed due to illness or other unforeseeable circumstances, the student is expected to call the Informatics receptionist at 278-4113 before class. If there is no answer, the message is to be left on voicemail. The faculty will be notified of the situation. If prior arrangements are made with the instructor, it may be possible to make up some course work after absence. Makeup exams will be taken as soon as possible before or after the originally scheduled examination time at the discretion of the instructor. Some course work such as tours, guest lectures and quizzes cannot be made up under any circumstances.

Other Policies
Children are not permitted to attend class with parents, guardians, or childcare providers. This conduct has the effect of unreasonably interfering with an individual’s work or academic performance creating an offensive learning environment.

“A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.”
[Code of Student Rights, Responsibilities, and Conduct, page 29]

ALL STUDENTS
Plagiarism will not be tolerated in this class. A student should cite references if he or she is using an idea that is not his or her own. They should be cited using APA style. If plagiarism is discovered, it will be dealt with using the guidelines established by the IUPUI Academic handbook.

Exams
Examinations will be taken at the scheduled time. Please refer to the syllabus for specific information. Arrangements for alternative dates must be made with the faculty responsible for the course. Examination grades will be reduced by ten points for every calendar day falling between the scheduled examination date and the date the examination is taken unless prior arrangements are made with faculty.

Distance Education Environment:
Communicating in an online environment requires a certain amount of etiquette or online Netiquette. It is very important to be aware of how communications may be perceived by the recipient or recipients involved. Inappropriate discussion responses will NOT be tolerated.
Disciplinary action will be taken according to student rights, responsibilities, and conduct of student rights, responsibilities, and conduct. Netiquette information should be reviewed from the http://www.albion.com/netiquette/corerules.html.
Review the website for the appropriate rules for utilizing web and email. General common
courtesy will be expected. Respect for each individual is critical. Appropriate and professional
behavior is expected in the use of informal and formal communications.

Assignments:
Assignments will be posted on Oncourse and within the syllabus. Students are responsible for
checking this on a regular basis. I would suggest that you check Oncourse no less than three times
a week. Assignments will include a due date and must be submitted before midnight EST on the
due date. **Assignments turned in after the due date will not be accepted.** Early submission of
assignments is always accepted.

Assignments will be checked for accuracy, spelling, grammar, and punctuation, as well as content
of the assignment. Assignments must be completed in a professional manner. Written
assignments (such as reports) should be typewritten and double spaced in either Microsoft Word
or Microsoft Excel. If you do not have Microsoft Word or Excel, you may purchase them very
cheaply from any IUPUI Bookstore with a valid IUPUI Student ID.

****ALL ASSIGNMENTS AND TESTS MUST BE COMPLETED BY THE END OF THE
SEMESTER. AN INCOMPLETE GRADE WILL NOT BE GIVEN FOR FAILURE TO
COMPLETE ASSIGNMENTS ON TIME. *****

A student is expected to do his or her own work. If a person is caught cheating, disciplinary
action will be taken according to the guidelines outlined in the Code of Student Rights,
Responsibilities and Conduct. The HIM Profession has a Code of Conduct and Ethics that should
extend to the student level.

Grades
Progress in the course will be reported on Oncourse. Check it for accuracy and report
any discrepancies.
The grade scale is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>97 – 100</td>
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<tr>
<td>A</td>
<td>93 – 96</td>
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<tr>
<td>A-</td>
<td>91 – 92</td>
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<tr>
<td>B+</td>
<td>89 – 90</td>
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<tr>
<td>B</td>
<td>88</td>
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<tr>
<td>B-</td>
<td>85 – 87</td>
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<tr>
<td>C+</td>
<td>82 – 84</td>
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<td>C</td>
<td>80 – 81</td>
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<td>C-</td>
<td>78 – 79</td>
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<tr>
<td>D+</td>
<td>77</td>
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<tr>
<td>D</td>
<td>76</td>
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<tr>
<td>D-</td>
<td>75</td>
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<td>F</td>
<td>74 or less</td>
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An “I” Incomplete will not be given unless extreme circumstances. Not for “bogged
down” or “behind”. A student must have 75% of coursework and the incomplete form
filed by assistant dean to the Student Services Office.
M356
TENTATIVE SCHEDULE

Lab 1
Outpatient coding
ASU ED record 1
ASU ED record 2
ASU ED record 3

Lab 2
Coding – Infectious and parasitic diseases, endocrine
CP Lab 2, record 1
CP Lab 2, record 2

Lab 3
Coding – digestive and respiratory
CP Lab 3, record 1
CP Lab 3, record 2

Lab 4
Introduction to EHHR
Introduction to the encoder

Lab 5
Coding – obstetrics
2794 Vlabfemale, OBGYN
2818 Vlabfemale, OBGYN2

Lab 6
Encoder/coding references

Lab 7
Coding – circulatory
2843 Vlabfemale, VASC2
2842 Vlabmale, VASC

Lab 8
Coding – musculoskeletal
2817 Vlabfemale, ORTHO
2840 Vlabfemale, ORTHO2

Lab 9
11/10 Coding – neoplasms and injuries
2846 Vlabfemale, HEME
CP Lab 9, record 2
Lab 10
ICD10

Lab 11
MSDRGs

Lab 12
MSDRGs
CP Lab 12, record 1
CP Lab 12, record 2