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 456 (must be cleared with University Enrollment Services)
4. Instructor
5. Course Title Laboratory Enrichment for CPT Coding
   Recommended Abbreviation (Optional) Lab Enrch CPT (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): Spring 2010
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 455 that provides hands-on experience in assigning CPT 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 ________ 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 was 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] Date 10/1/08
Department Chairman/Division Director

[Signature] Date ____________
Dean of Graduate School (when required)

Approved by: [Signature] Date 10/1/08
Dean

[Signature] Date ____________
Chancellor/Vice-President

[Signature] Date ____________
University Enrollment Services

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.

UP 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
M456 Laboratory Enrichment for  
CPT Coding  
Spring  
1 credit hour

Professor:  
Office Address:  
Office Phone:  
Email Address:  

IUPUI Mission  
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.

IUPUI 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.

Required text:  
American Medical Association, CPT 2008, AMA, 515 N. State Street, Chicago, IL 60610

Medical Learning Incorporated, Med Learn’s CPT Coding Workbook, Lowertown Business Center, 245 E. Sixth Street, Suite 502, St. Paul, MN 55101


Course Description  
This course is a laboratory for HIA-M 455 that provides hands-on experience in assigning CPT codes. Actual patient records are used for the coding practice, which focuses on correct code assignments to follow ethical coding guidelines. Students will also gain experience with electronic health records and coding software used in the HIM industry.
Course Outcomes

Upon Completion of this course, the student will be able to:
1. Identify, define and apply CPT punctuation marks, editorial notations and instructional terms
2. Differentiate between CPT codes and HCPCS level II codes
3. Properly sequence codes according to established guidelines
4. Assign CPT and HCPCS codes from medical records and story problems (I.C.4)
5. Given sets of codes and modifiers, identify those for which the modifier is assigned incorrectly
6. Validate coding accuracy using clinical information found in the health record (I.C.3)
7. Verify and interpret clinical vocabularies and terminologies used in the organization’s health information systems (I.A.4)
8. Use a grouper to assign APCs
9. Assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status (I.A.2)
10. Recognize web searches are needed on CPT codes
11. Assign CPT code pairs in compliance with NCCI edits

Core Competencies
1. Assign PT codes from both program lists and medical records according to principles given in the workbook and according to UHDDS guidelines
2. In problem situations, designate the correct procedure code(s)
3. In problem situations and with medical records, identify procedures to report for reimbursement
4. In problem situations and with medical records, identify procedures to report for reimbursement and those that are not to be reported
5. Discuss ethical problems which coders might face and identify correct methods of dealing with them according to the AHIMA’s Standards for Ethical Coding and Code of Ethics

Assignments
1. Read unit contents as assigned.
2. Complete homework as assigned, which will include both theory and coding.
3. Complete exams, which will include both theory and coding.

Expectations/Guidelines/Policies:

In-Class Students

Attendance
Students are expected to attend class at all times and to be on time. 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 Informatics receptionist will notify faculty of the situation. If prior arrangements are made with the instructor, it may be possible to make up some course work after an absence. Make-up 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.

This class meets one time per week. Two unexcused absences in the course will result in a reduction of one letter grade for the course.
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 Netiquette or online etiquette. 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 with the guidelines outlined in the Code of Student Rights, Responsibilities and Conduct.
Netiquette information should be reviewed from the site of Netiquette:
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 done 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:

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<th>Grade</th>
<th>Range</th>
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<tr>
<td>A+</td>
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<tr>
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<tr>
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<td>89-90</td>
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<td>88</td>
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<tr>
<td>B-</td>
<td>85-87</td>
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<td>82-84</td>
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<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.

Tentative Schedule

Week 1  Overview – Modifiers
Week 2  Encoder – Integumentary System – Surgery guidelines
Week 3  Musculoskeletal System
Week 4  Respiratory System – Cardiovascular System
Week 5  Cardiovascular System
Week 6  Exam – Digestive System
Week 7  Urinary System – Male/Female Genital Systems – Maternity Care
Week 8  Endocrine System – Nervous System – Eye and Ocular Adnexa
Week 9  Auditory and Anesthesia – Exam
Week 10  SPRING BREAK
Week 11  Radiology
Week 12  Laboratory Guidelines - Medicine
Week 13  HCPCS Level II Coding – Evaluation & Management
Week 14  Evaluation & Management
Week 15  Physician Office Coding
Week 16  Exam