

**New Course Request**

**Indiana University**

**Indianapolis Campus**

Check Appropriate Boxes:

Undergraduate credit

Graduate credit

Professional credit

- 1. School/Division Informatics      2. Academic Subject Code HIA-M
- 3. Course Number 457 (must be cleared with University Enrollment Services)      4. Instructor TBA
- 5. Course Title Practicum in Medical Coding

Recommended Abbreviation (Optional) Practicum in Medical Coding  
 (Limited to 32 Characters including spaces)

- 6. First time this course is to be offered (Semester/ Year): Spring 2011
- 7. Credit Hours: Fixed at 4 or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 8. Is this course to be graded S-F (only) Yes  No
- 9. Is variable title approval being requested? Yes  No
- 10. Course description (not to exceed 50 words) for Bulletin publication: Course is designed for students completing the Certificate in Medical Coding. Students will participate in a supervised laboratory practicum focusing on the coding of complex medical records using both the ICD and CPT coding systems. Onsite observations related to coding function in approved clinical settings are included in the course content.
- 11. Lecture Contact Hours: Fixed at 4 or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 13. Estimated enrollment: 15 of which 0 percent are expected to be graduate students.
- 14. Frequency of scheduling: Spring Will this course be required for majors? Yes
- 15. Justification for new course: New course needed to provide practicum experience for students completing certificate in medical coding.
- 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:

Debra M. Inman  
 Department Chairman/Division Director

Date 11-2-09

\_\_\_\_\_  
 Dean of Graduate School (when required)

Approved by:

[Signature]  
 Dean

Date \_\_\_\_\_

Chancellor/Vice-President

Date \_\_\_\_\_

University Enrollment Services

Date \_\_\_\_\_

**M457 - Practicum in Medical Coding**  
**Spring 2011**  
**4 Credit Hours**  
**School of Informatics**  
**Health Information Administration Program**

**Instructor:** Felisa M. Tennant, MIS, RHIA, CHPS, CCS

**Office Address:** Walker Plaza, Suite 370-A

**Office Phone:** 317-278-4112

**Office Hours:** Tuesday – Thursday 9:00 – 3:00 By Appointment

**Email Address:** Use Oncourse e-mail first or [ftennant@indiana.edu](mailto:ftennant@indiana.edu) if Oncourse is not in service. The e-mail in Oncourse is located under the “Message” link.

**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.

### **Required Texts:**

1. Brown, F. (2009). *ICD-9-CM Coding Handbook, 2009 update with answers*. Chicago: Health Forum, INC.
2. Puckett, C. (2008). *Generic ICD-9-CM, 2009 Hospital Version*. (2008). Reno, Nevada: Channel Publishing Ltd.
3. American Medical Association. *Current Procedural Coding Expert*. (2009). Ingenix: USA

### **Software**

3M Encoder

Virtual Lab Quantiam Encoder

### **Course Description**

Course is designed for students completing the Certificate in Medical Coding. Students participate in a supervised laboratory practicum focusing on the coding of complex medical records using both the ICD and CPT coding systems. Onsite observations related to coding functions in approved clinical settings are included in the course content.

### **Course Outcomes:**

At the conclusion of this course, the student will be able to:

- Assign diagnosis and procedure codes (I.C.4)
- Monitor, verify and interpret the use of ICD-9-CM in the organization's health information systems (I.A.4)
- Assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status (I.A.4)
- Validate coding accuracy using clinical information found in the health record. (I.C.3)

### **Core Competencies:**

- Identify, define and apply ICD-9-CM abbreviations, punctuation marks and instructional terms
- Assign ICD-9-CM codes from both problem lists and medical records according to principles given in the workbook and according to UHDDS guidelines
- Properly sequence codes according to established guidelines
- In problem situations, designate the correct principal diagnosis and procedure codes using case studies and the encoder software
- In problem situations and with medical records, identify those symptoms, conditions and diagnoses to report for reimbursement and those that are not to be reported
- Discuss ethical problems which coders might face and correct and methods of dealing with them according to the AHIMA's **Standards for Ethical Coding and Code of Ethics**

### **Expectations/Guidelines/Policies**

See below.

### **Attendance**

See below.

### **Attendance**

**If you are registered as an in-class student attendance is in this class is required.** The instructor will take attendance at the beginning of each class period. **The student is required to call in** if they are not able to attend the class. The student should leave a message with Linda Burzlaff if he/she is not able to attend. This number is (317)-278-9200. Students may also e-mail the instructor, Felisa Tennant. **Please do this by 12 NOON** utilizing the Oncourse e-mail system.

Students are expected to be on time for class and participate in class discussions and exercises, including any class critiques and all written papers if required. Students will complete all readings and class assignments.

This class meets on Mondays from 9:00am to 11:45am each week. Two unexcused absences in the course will result in a reduction of one letter grade for the course.

### **Assignments**

The majority of assignments will be posted on Oncourse, however some assignments will be given in class. Assignments posted on Oncourse can be found under the "Assignments" link in Oncourse. Students are responsible for checking this on a regular basis.

Students need to read through the assigned readings prior to coming to class and be prepared for class discussions and for participating in the coding exercises.

**NOTE: Assignments will be due on the dates assigned and must be submitted by 11:55 pm, IUPUI time or EST/EDT.**

**Assignments turned in after the date and time listed above will be considered late assignments and will not be accepted.**

**\*\*See LATE ASSIGNMENT SECTION BELOW.**

Assignments will be checked for accuracy, spelling, grammar, and punctuation if applicable. Assignments should be done in a professional manner. Written assignments should be typewritten and double spaced in Microsoft Word. If you do not have Microsoft Word, you may purchase it from any IUPUI Bookstore with a valid IUPUI student ID.

Throughout the course, we will be doing activities in the classroom. This course will be more successful if you participate in these activities by offering your opinion about the issues we are talking about. You will be able to understand the information if you come prepared to class.

**It is an expectation that you come prepared for class.** This means reading the assignments in the book and completing your homework on time, accurately, and completely. You should also be prepared to participate in discussions and completing in class exercises either individually or as part of a group.

A student is expected to do his or her own work unless you are working on a group assignment. 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.

## **\*\*Late Assignments**

**No late assignments will be accepted in this course.** Extensions to an assignment may be given if prearrangements have been made in advance with the instructor.

Time management is a priority in the professional environment and in the collegiate environment. Assignments will be given in a timely manner allowing the student ample opportunity to complete the assignment and hand it in on the appropriate due date, before the class period begins.

**ALL ASSIGNMENTS AND TESTS MUST BE COMPLETED BY THE END OF THE SEMESTER.**

## **Exams**

Examinations will be taken at the scheduled time. Please refer to the document titled "M355 ICD-9-CM Tentative Schedule" for specific dates. However, keep in mind that this is a tentative schedule and testing dates may be changed. Arrangements for alternative test dates must be made with the instructor. If not, the student receives a grade of zero for the test.

## **Final exam**

The final examination in this course is a proctored exam and must be taken on the IUPUI campus in a specifically designated room. For those students enrolled as Distance Education and located within the state of Indiana you will be required to come to campus to take the final exam. For those distance students located out of the state of Indiana, arrangements will need to be made regarding an appropriate proctor and testing location. It is the student's responsibility to locate a testing site however the site and proctor must be approved by myself before approval is granted. This situation will be dealt with specifically between me and the individual student.

## **Plagiarism**

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.

## **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.

**Responsibilities and Conduct.**

The HIM Profession has a Code of Conduct and Ethics that extends to the student level.

**Breakdown of Course Information**

**Grading Information**

Grades will be based on homework assignments, quizzes and tests, and final exam. Points will be given for the assignments that are being turned in. The grades will be awarded on the following grading scale:

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.

**Assignments for fall 2010 are as follows**

The grading scale is:

A+	97-100	C+	82-84
A	93-96	C	80-81
A-	91-92	C-	78-79
B+	89-90	D+	77
B	88	D	76
B-	85-87	D-	75
		F	74 or less

**Course Schedule**

<b>Week</b>	<b>Activity/Objective</b>
Week 1	Review ICD Coding Guidelines and Instructions
Week 2	Medical Record /Case Study in ICD Code Assignments
Week 3	Medical Record /Case Study in ICD Code Assignments
Week 4	On Site Facility Visit
Week 5	Review CPT Coding Guidelines and Instructions
Week 6	Medical Record /Case Study in CPT Code Assignments
Week 7	Medical Record /Case Study in ICD /CPT Code Assignments using Encoder
Week 8	Medical Record /Case Study in ICD /CPT Code Assignments using Encoder