

Ambulatory Coding

HITT-1342

Fall 2020 Section N01 CRN-10349 3 Credits 08/24/2020 to 12/10/2020 Modified 09/07/2020

Meeting Times

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, 12:00 AM to 11:59 PM

Course may be accessed at any day or time, as long as student has internet access.

Contact Information

Professor: Jamie Robinson

Email: jamie.robinson@blinn.edu

Office: RELLIS RBB#2

Phone: (979)691-2142

Mondays-Thursday 7:45a-Noon and 1:00p-3:15p

Fridays by appointment only

Virtual appointments by appointment only via Zoom

Description

Fundamentals of ambulatory coding rules, conventions, and guidelines.

Requisites

Prerequisites: HITT 1305 Medical Terminology,

HITT 1341 Coding and Classification Systems,

BIOL 2404 Anatomy & Physiology,

MDCA 1302 Human Disease/Pathophysiology

Co-requisites: MDCA 1302 Human Disease/Pathophysiology

A student must be college ready in reading according to TSI college-ready standards.

All students with a major within the Health Information Technology Department must achieve a grade of 70% or better to complete the course.

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Apply nomenclatures and classification systems.

2. Assign codes.

Materials

Pearson's Comprehensive Medical Coding

Author: Papazian-Boyce

Publisher: Pearson

Edition: 2nd

ISBN: 978-013-481-8801

Should have from HITT 1341

CPT 2020 Professional Edition Coding Book

Publisher: AMA Bookstore

Edition: 2020--Professional

ISBN: 978-162-202-8986

ICD-10-CM Coding Book

Author: Casto

Publisher: AHIMA

Edition: 2020

ISBN: 978-158-426-7324

(Should have from HITT 1341)

HCPCS Level II Coding Book

Publisher: AHIMA

Edition: 2020

ISBN: 978-158-426-7515

Full Computer (not a Chromebook, tablet or smartphone)

Broadband Internet Access

Speakers/Headset

Webcam for test proctoring

AHIMA Vlab access (given by program director)

Access to a printer might be helpful

Computer Software is necessary to be successful in this course: MS Office is free in your Buc email account to download or use in the cloud. [Install Office 365 \(https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.blinn.edu%2FTechnologyServices%2FPages%2FMicrosoft-Office-365.aspx&data=02%7C01%7Cjaime.schroeder%40blinn.edu%7Ccabea3b6a454492b076c08d81e012963%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637292337624574118&sdata=Khs9%2B%2BvBa047YOEZj3f00e4fopKD4dUegoDAr2xIF4M%3D&reserved=0\)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.blinn.edu%2FTechnologyServices%2FPages%2FMicrosoft-Office-365.aspx&data=02%7C01%7Cjaime.schroeder%40blinn.edu%7Ccabea3b6a454492b076c08d81e012963%7C60448a85d0074d57a583bfec98e99c29%7C1%7C0%7C637292337624574118&sdata=Khs9%2B%2BvBa047YOEZj3f00e4fopKD4dUegoDAr2xIF4M%3D&reserved=0) or contact Academic Technology. 979-830-4357.

Course Requirements

- Achievement of all learning outcomes
- Completion of assignments

- Completion of all major exams and final exam
- Completion of project
- Participation in classroom (online) discussion and activities

✓ Evaluation

Breakdown

Point Distribution

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

below 599 = F

Criteria

Course must include a comprehensive final worth 20% of course grade, student participation grade of 10%, and minimum of 4 major grades.

1. Major Exams: Score determined by points earned on objective portion
2. Minor Exams/Quizzes/Assignments: Points determined by accuracy, and correct answers
3. Project: Points determined by accuracy, grammar, and other criteria stated on project instruction sheet
4. Final Exam: Points determined by accuracy, (problem portion) and correct answers (objective portion)

Breakdown

Discussions 6%

Major Exams 30%

Project 10%

Final Exam 20%

Homework 31%

Vlab assignments 3%

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the Fall semester: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

Please read: Fall 2020 General Course Policies. (<http://www.blinn.edu/back-with-blinn/course-policies.html>)

If a student is employed at a facility where they may come in contact with a COVID + case, as long as appropriate PPE is worn and the student is exhibiting no signs/symptoms of COVID, this may be reported as "No Symptoms" in the Campus Clear App. If appropriate PPE is not worn or a breach in PPE occurs during contact, the student must report the contact and follow the next steps in the Campus Clear App.

Proctoring Exams

ALL MAJOR EXAMS FOR THIS CLASS WILL BE CLOSED TEXTBOOK AND PROCTORED VIA HONORLOCK. (Coding books are allowed on exams) TAKING AN EXAM WITHOUT A PROCTOR WILL RESULT IN A GRADE OF ZERO (0).

It is the responsibility of faculty to maintain scholastic integrity at the College District by refusing to tolerate any form of scholastic dishonesty. Adequate control of test materials, strict supervision during testing, and other preventative measures shall be utilized, as necessary, to prevent cheating or plagiarism. (Blinn College Policy: Section Student Complaints/Course Grade Complaints #239501)

Honorlock is used for proctoring. If you are unable to use Honorlock because of some extenuating circumstance, please contact the instructor asap so an alternate proctoring location can be arranged.

Please see the Proctoring Information module in eCampus for more information.

Attendance Policy (Drop policy)

If the student misses 1 week's worth of assignments, the student will be given 1 absence. When the student misses 2 week's worth of assignments, the student will be given 2 absences and dropped from the course.

The 4 excused absences include:

1. Observance of religious holy days - Students should notify their instructor(s) no later than the 15th day of the semester concerning the specific date(s) for absences for any religious holy day(s);
2. Representing the College District at an official institutional function;
3. Dual credit students representing the high school or independent school district at an official institutional function; and
4. Military service.

Loss of electricity, failed technology, work schedule, personal circumstances, moving, and sickness are not excused absences. If an extenuating circumstance arises, contact your instructor immediately.

Late Work Policy

Late Work: Assignments, Exams, Project, Quizzes, etc. are due according to the schedule. Late assignments will be deducted as follows 10% for 1-2 days late, 20% for 3-5 days late, 30% for 6-7 days late, after that a grade of zero will be assigned. Assignments are due by 11:30 pm central standard time on Tuesdays.

Orientation Assignments: No late work will be accepted.

Discussions: No late work will be accepted. First post by Friday prior to exam due date, Second (reply) post by exam due date.

Final Exams: No late work will be accepted.

Project: No late work will be accepted.

A 'broken' computer or Internet connection is not an acceptable excuse for missing or late assignments. It is the student's responsibility to have a backup location to use if the student's Internet connection or computer fails.

If Blinn and/or Connect have technology issues, then I will extend the due date, but I must get an e-mail from Blinn and/or

Connect in order for this to apply.

Academic Integrity (Cheating Policy)

Dishonesty of any kind will not be tolerated. This includes copying work from another student or computer and turning it in as your own. Depending on the severity of the dishonesty, one may receive either a zero for the assignment or fail the course. All persons involved in the copying or granting permission for copying will be penalized.

Minor assignments may be discussed together as a group, but submissions must be individualized. No group work on major exams or projects, unless otherwise instructed.

Answers from Quizlet, answer keys, internet searches, etc. will not be accepted. Cite your sources when applicable.

Communication

Communication is very important in distance education classes. I will communicate within the course room by announcements, discussion boards, and e-mail. Your Blinn e-mail will also be used at times for communication from other Blinn departments. You are responsible for all e-mail going to your Blinn e-mail address. The best scenario is to check that e-mail daily! **Your e-mail address is your first and last name with a period in between and the last 2 digits of your student ID @ buc.blinn.edu.** To find out more information about your Blinn e-mail account and to set up your account, go to the [Student e-mail accounts page](https://my.blinn.edu/TechnologyServices/Pages/Email.aspx). (<https://my.blinn.edu/TechnologyServices/Pages/Email.aspx>)

2014 CAHIIM Competencies

The Commission on Accreditation for Health Informatics and Information Management Education CAHIIM has approved competency tasks for entry-level health information technicians. The objectives of this course relate specifically to those tasks listed below.

Domain I. Data Content, Structure & Standards

Subdomain I.A. Classification Systems

1. Apply diagnosis/procedure codes according to current guidelines.
2. Evaluate the accuracy of diagnostic and procedural coding.
3. Apply diagnostic/procedural groupings
4. Evaluate the accuracy of diagnostic/procedural groupings.

Criminal Background Checks

Per Texas HB 1508, effective 9/1/2017:

"For students in this course, who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

Schedule

Blinn College District							
HITT 1342 -N01, 10349							
Ambulatory Coding							
Tentative Schedule							
Fall 2020							
Week	Day	Assignment Details	Possible Points	Due Date	Weekly Lec Hours	Weekly Lab Hours	

1	M	08/24/20	Become familiar w/ eCampus (Read/Watch eCampus Orientation and complete Orientation Assignments)		Tues. Sept. 1st	3	1	
	T	08/25/20	Chap 25: Introduction to CPT Coding (Read chap/listen to lecture), pg 2-13					
	W	08/26/20	Ch 25 Coding Practice/Coding Summary	10				
			Ch 25 Keep on Coding/Coding Challenge	10				
	R	08/27/20	Ch 26: Introduction to HCPCS Coding (A0000-V5999) (Read chap/listen to lecture),					
	F	08/28/20	Ch 26 Coding Practice/Coding Summary	10				
			Ch 26 Keep on Coding/Coding Challenge	10				
	Sa	08/29/20						
Su	08/30/20							
2	M	08/31/20	Ch 27 CPT Modifiers (Read chap/listen to lectures)		Tues. Sept. 8th	3	1	
	T	09/01/20	Ch 27 Coding Practice/Coding Summary	10				
			Ch 27 Keep on Coding/Coding Challenge	10				
	W	09/02/20	Chap 28 Evaluation and Management Services (99201-99499) (Read chap/listen to lecture)					
	R	09/03/20	Ch 28 Coding Practice/Coding Summary	10				
	F	09/04/20	Ch 28 Keep on Coding/Coding Challenge	10				
	Sa	09/05/20						
	Su	09/06/20						
3	M	09/07/20	HOLIDAY		Tues. Sept. 15th	3	1	
	T	09/08/20	Ch 29 Medicine Procedures (90281-99199, 99500-99607) (Read chap/listen to lecture),					
			Ch 29 Coding Practice/Coding Summary	10				
			Ch 29 Keep on Coding/Coding Challenge	10				
	W	09/09/20	Exam 1: Ch 25-29 (Proctored, Not Timed)	65				
			Discussion 1 Initial post	5				
	R	09/10/20	Ch 30 Overview of Surgery Coding (10004-10021) (Read chap/listen to lecture),					
	F	09/11/20	Ch 30 Coding Practice/Coding Summary	10				
			Ch 30 Keep on Coding/Coding Challenge	10				
Sa	09/12/20							
Su	09/13/20							

4	M	09/14/20	Ch 31 Anesthesia Procedures (00100-01999) (Read chap/listen to lecture)		Tues. Sept. 22nd	3	1	
			Ch 31 Coding Practice/Coding Summary	10				
	T	09/15/20	Ch 31 Keep on Coding/Coding Challenge	10				
	W	09/16/20	Ch 32 Digestive Systems Procedures (40490-49999) (Read chap/listen to lecture),					
			Ch 32 Coding Practice/Coding Summary	10				
	R	09/17/20	Ch 32 Keep on Coding/Coding Challenge	10				
	F	09/18/20	Ch 33 Endocrine System Procedures (40490-49999) (Read chap/listen to lecture)					
			Ch 33 Coding Practice/Coding Summary	10				
	Sa	09/19/20						
Su	09/19/20							
5	M	09/21/20	Ch 33 Keep on Coding/Coding Challenge	10	Tues. Sept. 29th	3	1	
			Ch 34 Integumentary System Procedures (10030-19499) (read chap/listen to lecture)					
	T	09/22/20	Ch 34 Coding Practice/Coding Summary	10				
			Ch 34 Keep on Coding/Coding Challenge	10				
	W	09/23/20	Exam 2: Ch 30-34 (Proctored, Not Timed)	65				
			Exam 2 Discussion post	5				
	R	09/24/20	Ch 35 "Musculoskeletal System Procedures (20100-29999)" Read Ch 35/Watch Lecture					
			Ch 35 Coding Practice/Coding Summary	10				
	F	09/25/20	Ch 35 Keep on Coding/Coding Challenge	10				
Sa	09/26/20							
Su	09/27/20							
6	M	09/28/20	Ch 36 "Cardiovascular System Procedures (33010-37799)" Read Ch 36/Watch Lecture		Tues. Oct. 6th	3	1	
	T	09/29/20	Ch 36 Coding Practice/Coding Summary	10				
	W	09/30/20	Ch 36 Keep on Coding/Coding Challenge	10				
	R	10/01/20	Ch 37 "Hemic and Lymphatic Systems (38100-38999)/Mediastinum and Diaphragm Procedures Diaphragm Procedures (39000-39599) Read Ch 37/Watch Lecture					
			Ch 37 Coding Practice/Coding Summary	10				
	F	10/02/20	Ch 37 Keep on Coding/Coding Challenge	10				
Ch 38 "Respiratory System Procedures (30000-32999) Read Ch 38/Watch Lecture								

	Sa	10/03/20						
	Su	10/04/20						
7	M	10/05/20	Ch 38 Coding Practice/Coding Summary	10	Tues. Oct. 13th	3	1	
	T	10/06/20	Ch 38 Keep on Coding/Coding Challenge	10				
	W	10/07/20	Ch 39 Nervous System Procedures (61000-64999) (Read chap/listen to lecture)					
	R	10/08/20	Ch 39 Coding Practice/Coding Summary	10				
	F	10/09/20	Ch 39 Keep on Coding/Coding Challenge	10				
	Sa	10/10/20						
	Su	10/11/20						
8	M	10/12/20	Exam 3: Chap 35-39 (Proctored, Not Timed)	65	Tues. Oct. 20th	3	1	
			Exam 3 Discussion (Proctored, Not Timed)	5				
	T	10/13/20	Ch 40 Eye and Ocular Adnexa Procedures (65091-68899)(Read chap/listen to lecture),					
	W	10/14/20	Read Chap/listen to lecture					
	R	10/15/20	Ch 40 Coding Practice/Coding Summary	10				
	F	10/16/20	Ch 40 Keep on Coding/Coding Challenge	10				
	Sa	10/17/20						
	Su	10/18/20						
9	M	10/19/20	Ch 41 Auditory System (69000-69979) and Operating Microscope Procedures (69990) (Read chap/listen to lecture)		Tues. Oct. 27th	3	1	
	T	10/20/20	Read Chap/listen to lecture					
	W	10/21/20	Ch 41 Coding Practice/Coding Summary	10				
	R	10/22/20	Ch 41 Keep on Coding/Coding Challenge	10				
	F	10/23/20						
	Sa	10/24/20						
	Su	10/25/20						
10	M	10/26/20	Ch 42 Urinary (50010-53899), Male Genital System Procedures (54000-55899) Procedures		Tues. Nov. 3rd	3	1	
	T	10/27/20	Read Chap/listen to lecture					
	W	10/28/20	Ch 42 Coding Practice/Coding Summary	10				

	R	10/29/20	Ch 42 Keep on Coding/Coding Challenge	10			
	F	10/30/20					
	Sa	10/31/20					
	Su	11/01/20					
11	M	11/02/20	Ch 43 Female Genital System (56405-58999)/Maternity Care and Delivery Procedures (59000-59899) (Read chap/listen to lecture)		Tues. Nov. 10th	3	1
	T	11/03/20	Read Chap/listen to lecture				
	W	11/04/20					
	R	11/05/20	Ch 43 Coding Practice/Coding Summary	10			
	F	11/06/20	Ch 43 Keep on Coding/Coding Challenge	10			
	Sa	11/07/20					
	Su	11/08/20					
	12	M	11/09/20	Ch 44 Radiology Services (70010-79999)			
T		11/10/20	Read Chap/listen to lecture				
W		11/11/20	Ch 44 Coding Practice/Coding Summary	10			
R		11/12/20					
F		11/13/20	Ch 44 Keep on Coding/Coding Challenge	10			
Sa		11/14/20					
Su		11/15/20					
13	M	11/16/20	Ch 45 Pathology and Laboratory Services (80047-89398, 001U and higher)		Tues. Nov. 24th	3	1
	T	11/17/20	Read Chap/listen to lecture				
	W	11/18/20					
	R	11/19/20	Ch 45 Coding Practice/Coding Summary	10			
	F	11/20/20	Ch 45 Keep on Coding/Coding Challenge	10			
	Sa	11/21/20					
	Su	11/22/20					
14	M	11/23/20	Exam 4: Chap 40-45 (Proctored, Not Timed)	65	Tues. Dec. 1st	3	1
	T	11/24/20	Discussion 4	5			
	W	11/25/20	HOLIDAY				
	R	11/26/20	HOLIDAY				
	F	11/27/20	HOLIDAY				
	Sa	11/28/20					
	Su	11/29/20					

15	M	11/30/20	Last Day to Drop with a Q - 11/30/20		Tues. Dec. 8th	3	1	
			project					
	T	12/01/20	Project	100				
	W	12/02/20	Project					
	R	12/03/20	Project					
	F	12/04/20	Project					
	Sa	12/05/20						
Su	12/06/20							
16	M	12/07/20	FINALS - open at 7:00 am, covers all chapters Part 1: 30 questions, not timed, Proctored Part 2: 70 questions, not timed, Proctored		Wed. Dec. 9th by 11:30 pm	3	1	
	T	12/08/20	FINALS					
	W	12/09/20	FINALS-due by 11:30 pm	200				
			Total Points	1000				
			Total Contact Hours			64		
			**Discussion Questions: 1st post must be submitted by the Friday before the due date.					
			Reply (2nd post) must be submitted by the exam due date. Discussion due dates are not extended					
			You can always submit assignments ahead of time. See late work policy					
			Assignments are due on Tuesdays by 11:30 pm Central Standard Time					
			Finals will be the exception, based on Blinn's final exam schedule					

When	Topic	Notes
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When	Topic	Notes							
WECM table		CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
		51.0713	HITT	1342	Ambulatory Coding	Active	3	64	96