



OWENS
COMMUNITY COLLEGE

**Course Syllabus
SEMESTER**

School of Nursing and Health Professions

Course Name: *Health Information Management and Applications*

Course & Section Number:	Clinical Classification Systems III HIT 248-XXX
Meeting Day(s) & Time(s):	Tuesday and Thursday 12:30pm-3:10pm
Credits:	4
Contact Hours:	4 (3 lec, 3 lab)
Textbook(s):	-Giannangelo, Kathy. <u>Healthcare Code Sets, Clinical Terminologies, and Classification Systems</u> . 4th Edition. AHIMA. -Foley, Dianna. Health information Management Case Studies. 3rd Edition. AHIMA -Anne Casto and Susan White. <u>Principles of Healthcare Reimbursement and Revenue Cycle Management</u> (7 th Ed.). AHIMA (used also in the HIT 243 Reimbursement class) -Sayles, Nanette. <u>Health Information Management Technology An Applied Approach</u> . 7th Edition, AHIMA. (used also in the HIT102 class)
Instructor's Name: *	
Office Hours & Location:	
OCC Phone:	
OCC Email: **	

*Please call me (name); it is my preferred name.

**Please use only Owens email for course communications.

Catalog Description: Students will build upon their knowledge in accuracy of coding in the clinical classification systems through advanced coding practices; in-depth study of the prospective payment systems, data quality, and fraud and abuse in coding. Further study of the revenue cycle, chargemaster and case mix index will be undertaken. The course also focuses on nomenclature systems.

Prerequisites/Co-Requisites:

Prerequisite: HIT 233, HIT 241

Co-requisite: HIT 243

Current Textbooks, Materials, Equipment (software/hardware requirements):

Supplemental Material: ICD-10-CM, ICD-10-PCS, (3M) and CPT Code books.

General Information:

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog online.

What You Will Learn in the Course

Course Objectives:**This course will:**

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| 1. Illustrate coding, classification systems, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis. |
| 2. Teach the ability to apply coding guidelines in order to appropriately assign ICD and CPT codes and calculate MS-DRG's. |
| 3. Present the different nomenclature systems that are utilized in other areas of the HIM profession. |
| 4. Explain how to create a coding compliance plan in relation to ethical coding practices. |
| 5. Demonstrate quality standards and ethical practices when coding. |
| 6. Demonstrate the process of calculating a case mix index. |
| 7. Discuss identification of Revenue Cycle, and CDM practices as they relate to the HIM professional |

Student Learning Outcomes:

The following Domains, and Task Competencies of the Health Information Technology profession will be addressed in this course:

Domain I. Data Governance, Content, and Structure
I.5. Explain the use of classification systems, clinical vocabularies, and nomenclatures.
Domain IV. Revenue Cycle Management
IV.1. Recognize assignment of diagnostic and procedural codes and groupings in accordance with official guidelines.
IV.2. Describe components of revenue cycle management and clinical documentation improvement
IV.3. Summarize regulatory requirements and reimbursement methodologies.
IV.1. RM Determine diagnosis and procedure codes according to official guidelines.
IV.2. RM Evaluate revenue cycle processes.
IV.3. RM Evaluate compliance with regulatory requirements and reimbursement methodologies.
Domain V. Domain V. Health Law and Compliance
V.3 Identify the components of risk management related to health information management

CAHIIM Competencies:

1.3 Anatomy & Physiology
1.3.1 Identify musculoskeletal and physiological body systems and functions. (knows)
1.3.2 Integrate knowledge of body systems and functions in decision-making. (shows)
3.3 Healthcare Fraud and Abuse
3.3.3 Analyze data and reports to identify trends and patterns of fraud or abuse. (shows)
3.3.4 Monitor clinical documentation integrity metrics and compare results to identify data trends. (shows)
6.1 Classification Systems, Nomenclature and Terminology
6.1.1 Navigate various classification systems. (does)
6.1.3 Apply classification systems, methodologies, and approaches to assess data to identify patterns, trends, or differences. (does)
6.2 Payer Transmittals, Coding and Payment Procedures and Documentation
6.2.2 Apply diagnostic and procedural coding knowledge to support reimbursement methodologies and payment systems. (shows)
6.3 Coding Technological Resources
6.3.1 Conduct audit reviews to detect any performance issues and flaws in the applications. (does)
6.3.2 Recommend corrective actions to mitigate discrepancies and prevent future coding errors. (does)
7.1 Revenue Cycle Management
7.1.1 Apply reimbursement methodologies and payment systems for the continuum of care. (shows)
7.1.2 Apply regulatory requirements for patient billing data collection, claim generation, and adjudication for reimbursement and compliance. (shows)
7.1.3 Define revenue life-cycle management from the initial patient contact through billing, payment adjudication, and cash posting. (knows)
7.1.4 Evaluate code assignment for accurate reimbursement from payer sources. (shows)

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More

information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu
The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- To e-mail the instructor immediately with any questions regarding class procedure, assignments, or grades.
- To view the class on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class.
- It is your responsibility to learn of any announcements concerning assignments or changes from the syllabus.

Writing assignments:

All writing assignments will be submitted via Blackboard unless otherwise instructed.

Academic Assistance and Support

A combination of services is provided to students to both enhance the educational experience and improve student growth. Included but not limited to:

1. Library Services
2. Testing Center, College Hall
3. Tutoring, College Hall
4. Writing Center, College Hall
5. HIT Computer Labs, HT 304 and HT 305, are for program students only.

Student Attendance:

Attendance in the core HIT classes is critical to the success of the student accomplishing the objectives of the course.

If the student has **three (3)** incidences of absence, the student will incur a drop of one letter grade.

An excused absence will be defined as:

- Hospitalization (you, your spouse or your children) which **MUST** be verified by a physician's note.
- Death (family member) which **MUST** be verified by a copy of obituary or death announcement.
- Medical appointment due to illness (you or your dependent child) which **MUST** be verified by a physician's note.
- Jury Duty (need documentation)

Leaving class early:

Students must have pre-approval from the course instructor prior to the class starting. If a student leaves class more than 15 minutes early, it will count towards an unexcused absence. Leaving early, more than 15 minutes; 3 times = 1 absence.

Late Assignments:

NO late assignments will be accepted. Exceptions will be considered for extreme circumstances.

Technical Support: If you have technical problems with this web course, please contact the Owens Help Desk at 1-800-GO-OWENS ext. 7120. You can also obtain additional support from the e-Learning Office at extension 7309.

Video or Audio Recording:

Any video or audio recording of practical examinations is prohibited unless prior instructor consent is given.

Grading Procedure

Glossary of Terms	5%
4 quizzes	20%
Final Exam	25%
Application Questions and Exercises	20%
Check Your Understanding/Review Quizzes	10%
Coding Exercises	<u>20%</u>
Total	100%

Grading Scale

A	=	93% to 100%
B	=	85% to 92%
C	=	75% to 84%
D	=	60% to 74%
F	=	0% to 59%

Assignment Calendar
HIT 248 – Class Schedule (Tuesday and Thursday)
All Assignments due dates are listed in Bb on the Assignment calendar
There will be NO points given for a late assignment!

Date	In Class:	Lab/Homework:
Week 1 DATE	Overview of ICD-10-CM/ CPT Textbook: HealthCare Code Sets Review Glossary of Terms Assignment: 6 terms per Ch. Review Coding Cases	Reading Assignment: Textbook: Healthcare Code Sets Chapter 1: ICD-10 Chapter 2: CPT Application Exercise: Ch. 2 Question 1. Ch. 2 Exercise Worksheet Start to Develop Glossary of Terms
Week 2 DATE	Textbook: HealthCare Code Sets Chapter 3: HCPCS Review POA Guidelines Sayles's text (102) pg. 489 Review ICD in 3M	Reading Assignment: Textbook: HealthCare Code Sets Chapter 3: HCPCS Assignment: Complete POA Assignment- on Bb Ch. 3 Exercise Worksheet Read the article in Blackboard: Reporting of the Present on Admission Indicator From Health information Management Case Studies. 3rd Edition Case Study: 5.4 Present on Admission Analysis (5) V.3* Case Study: 4.17 HAC and POA (5) IV.2RM* Continue to Develop Glossary of Terms
Week 3 DATE	Textbook: Principles of Healthcare Reimbursement and Revenue Cycle Management pgs. 73-79 MS-DRG's Pgs. 105-114 APC's Health Information Management Technology: CAC Pgs. 519-520 Week 3 Continued on next page	Read the assigned Readings Application Exercise: 1 Medicare Payment Systems - MLN6922507 October 2021 (cms.gov) Read the CMS information regarding IPPPS system and MS-DRG's. Provide a 1-2-page report discussing your findings of WHAT they are (give background), HOW are they used, WHEN and WHERE they are used, HOW they are calculated, and any other pertinent information the reader needs to know. Use APA format.

	Management Technology Chapter Ch. 15 Healthcare Reimbursement Methodologies Pgs. 479-487 Advanced Coding Exercises	<u>Application Exercises:</u> Assignment #1: Complete the Application Exercise for RBRVS (4) IV.3* STUDY FOR QUIZ #1- READINGS FROM WEEKS 1-5 Complete the inpatient coding case summaries for Week 5 • Continue to Develop Glossary of Terms
Week 6 DATE	Textbook: Healthcare Reimbursement and Revenue Cycle Management Chapter 9: page 144-153 Advanced Coding Exercises	Quiz #1 – (readings from Weeks 1-5) Reading Assignment: Textbook: Healthcare Reimbursement and Revenue Cycle Management Chapter 9: page 144-153 The Charge Description Master (CDM) From Health information Management Case Studies. 3rd Edition Case Study #1: 4.11 Chargemaster Issue IV.2RM* Case Study#2: 4.12 Chargemaster Composition Complete the inpatient coding case summaries for Week 6 • Continue to Develop Glossary of Terms
Week 7 DATE	Textbook: Principles of Healthcare Reimbursement Chapter 11: Revenue Cycle Back-End Processes—Claims Production and Revenue Collection Advanced Coding Exercises	Reading Assignment: Textbook: Health Information Management Technology: An Applied Approach Principles of Healthcare Reimbursement and Revenue Cycle Management Chapter 11: Revenue Cycle Back-End Processes—Claims Production and Revenue Collection From Health information Management Case Studies. 3rd Edition Case Study: Days in A/R Case Study: Coding Review 4.32 Complete the inpatient coding case summaries for Week 7 • Continue to Develop Glossary of Terms

Week 8 DATE	Textbook: Health Information Management Technology: An Applied Approach Principles of Healthcare Reimbursement and Revenue Cycle Management Ch. 14: pgs. 227-232 Advanced Coding Exercises	Reading Assignment: Textbook: Health Information Management Technology An Applied Approach Chapter 15: pgs. 493-494 Principles of Healthcare Reimbursement and Revenue Cycle Management Ch. 14: pgs. 227-232 Application Assignment: CMI Calculation From Health information Management Case Studies. 3rd Edition Case Study: Case Mix Issue I and II 4.0 and 4.1 Complete the outpatient coding case summaries • Continue to Develop Glossary of Terms Study for Quiz #2 – readings from weeks 6-8
Week 9 DATE	Textbook(s): Health Information Management Technology An Applied Approach Advanced Coding Exercises	Quiz #2 – readings from weeks 6-8 Reading Assignment: Textbook: Textbook: Health Information Management Technology An Applied Approach Chapter 16: Fraud and Abuse Compliance pgs. 499-512 From Health information Management Case Studies. 3rd Edition Case Study #1: 4.7 ABN Process Case Study #2: 4.14 Remittance Advice Case Study #3: 4.31 Compliance Policy Case Study #4: 5.7 Fraud and Abuse Focus Complete the outpatient coding case summaries • Continue to Develop Glossary of Terms
Date	Topic:	Homework:
Week 10 DATE	Textbook: Health Information Management Technology: An Applied Approach Advanced Coding Exercises	Reading Assignment: Textbook: Health Information Management Technology An Applied Approach Continued from week 9 Chapter 16: Fraud and Abuse Compliance pgs. 512-520 From Health information Management Case Studies. 3rd Edition Case Study #1: 4.19 Claim Denial Consultation with Instructors 2-3pm Complete the outpatient coding case summaries • Continue to Develop Glossary of Terms

Week 11 DATE	Textbook: Health Information Management Technology: An Applied Approach Advanced Coding Exercises	Reading Assignment: Textbook: Health Information Management Technology: An Applied Approach Chapter 16: pg. 521 Clinical Documentation Improvement From Health information Management Case Studies. 3rd Edition Case Study #1: 4.21 Coding Error Application Exercise: Case Scenario- Quality Control Complete the outpatient coding case summaries Continue to Develop Glossary of Terms Study for Quiz #3 – readings from weeks 9-11
Week 12 DATE	Textbook: Health Information Management Technology Advanced Coding Exercises	Quiz #3 – readings from weeks 9-11 Reading Assignment: Textbook: Health Information Management Technology (Sayles) Ch. 5: (102 Text) Clinical Terminologies, Classifications, and Code Systems found in Health Data and Information Sets Ch.6 (102 Text) Data Management Complete check your understanding exercises for practice Application Exercise: Table of Common Data Sets in Healthcare Complete the outpatient coding case summaries • Continue to Develop Glossary of Terms
Week 13 DATE: HIT Multimedia Presentation at TIME Second Year Students DATE	Textbook: HealthCare Code Sets Advanced Coding Exercises	Reading Assignment: Textbook: HealthCare Code Sets Chapter 6: Systematized Nomenclature of Medicine Clinical Terms (SNOMED CT) Check Your Understanding Exercises: (Complete for Practice) Application Questions: SNOMED From Health information Management Case Studies. 3rd Edition Case Study 1.0: Taxonomies, nomenclatures, and terminologies I.V (3* Worksheet: SNOMED Complete the outpatient coding case summaries • Continue to Develop Glossary of Terms

Week 14 DATE	Textbook: HealthCare Code Sets	Reading Assignment: Textbook: HealthCare Code Sets Chapter 9: Diagnostic and Statistical Manual of Mental disorders Chapter 10: Logical Observation Identifies, Names, and codes (LOINC) Check Your Understanding Exercises: (Complete for Practice) Worksheet #1 DSM-5 and #2 LOINC Continue to Develop Glossary of Terms Study for Quiz #4 – readings from week 12-14
Week 15 DATE	Textbook: HealthCare Code Sets Chapter 13: Specialty International Classifications	Take Quiz #4 – readings from week 12-15 Reading Assignment: Textbook: HealthCare Code Sets Chapter 13: Specialty International Classifications 1. ICD-O Worksheet Glossary of Terms Due
Week 16 Final Exam	Final Exam Tuesday	Comprehensive Final Exam DATE Will be completed during scheduled class time

***2018 CAHIIM Competencies**

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”