

**Houston Community College**  
**Health Information Technology Program**  
**Coding and Classification System – HITT 1341**  
**Fall 2017 6181 (crn 38952)**

**Instructor Information**

Stephanie Hayes, MA, CCS, FCS  
Office Hours: By Appointment  
Telephone: 713-718-7679  
Days: Tuesday Times:  
4:00p.m.-10:00p.m.  
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Curriculum Developer

**Course Description**

Application of basic coding rules, principles, guidelines and conventions.

**Learning Outcomes**

Identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines and conventions.

**Prerequisites** HPRS

2301  
HITT 1349

**Textbook Information**

ICD-10-CM and ICD-10-PCS Coding Handbook  
ICD-10-CM The Complete Official Code Set  
ICD-10-PCS The Complete Official Code Set

**Course Objectives** (includes competencies, incorporation of SCANS, etc.)

1. Students will be knowledgeable of nomenclatures and classification systems ICD-10-CM and demonstrate knowledge of through accurate coding of diagnosis and procedures.  
Given diagnoses and procedures, student will determine correct ICD-10-CM / ICD-10-PCS codes.

2. Will apply ICD-10-CM / PCS inpatient, outpatient, emergency room and ambulatory coding competencies. Given diagnoses, procedures and attributes of case, student will determine correct coding scheme (ICD-10CM/ICD-10 PCS or CPT) to be utilized.
3. Identify and describe the regulator of health care, including government and non-government entities. Given the health care setting, student will determine the appropriate regulatory and or accrediting agency(s).
4. Define and interpret test results, laboratory values, drug usage and treatment in assigning diagnoses and procedures for coding using 3M software and encoder. Given encoder, and other attributes of the case, student will properly identify diagnoses and procedures to code.
5. Identify the abbreviations commonly used in coding and classification. Given list of abbreviations, student will correctly spell word or words represented by abbreviation.

### **SCANS Competencies**

SCANS F9-Problem Solving, F8-Decision Making, F12-Reasoning, C-19- Applies technology to tasks, F-1-Reading; F-2- Writing

### **Lab Requirements**

Objective of the Lab Assignments are to provide the student with hands on training and practice on important aspects of coding. After completion of the assignments below, the student will understand how to take a medical record and accurately analyze the data and code it according to the disease process, lab values and look for MCC/CC's to enhance reimbursement.

1. **Drug Reference-** A list of common drugs will be provided and the student will list the drug, list the system it affects, the general use of the drug, the family of the drug, and the indication (why prescribed).
2. **Abbreviations-** The student with the help of an abbreviation book will look up common abbreviations given by the instructor. The abbreviations should be typed and maintained as a reference. Some of the abbreviations will be used in tests and will not be interpreted on test day.

## COMMON ABBREVIATIONS

TAH  
LOA  
COPD  
HCVD  
ACB  
CRF  
PE  
NIDDM  
ORIF  
ESRD  
SAH  
PID  
IAI  
OD  
AS  
AU  
AMI  
PVD  
DOE  
PTCA  
SVG  
CVA  
AKA  
SVT  
BX  
BID  
QID

BSO  
CHF  
ASHD  
CABG  
HTN  
IUGR  
IDDM  
PTX  
CRIF  
SDH  
TOA  
CAD  
OS  
OU  
AD  
TX  
USA  
SOB  
PTA  
LIMA  
VAD  
BKA  
UTI  
PSVT  
IUP  
TID

## DRUG REFERENCE

ACCUPRIL  
ACETAMINOPHEN  
ALBUTEROL  
ALDOMET  
AMBIEN  
AMOXICILLIN  
AMOXIL  
BACTRIM  
BIAXIN  
CARDIZEM CD  
CEFOBID  
CEPHALEXIN  
CEPHALOSPORIN  
CIPRO  
CISPLATIN  
CLARITIN  
CODEINE  
CORGARD  
CYCLOSPORINE  
DARVOCET  
DECADRON  
DEMEROL  
DIGITALIS  
DIGOXIN  
ELAVIL  
FEOSOL  
FLEXERIL  
FUROSEMIDE  
GLUCOPHAGE  
HALDOL  
HEPARIN  
HUMULIN  
VASOTEC  
INDERAL

LASIX  
LEVOXYL  
LIPITOR  
  
LOPRESSOR  
NAPROSYN  
  
PEPCID  
PHENERGAN  
PHENOBARBITAL  
PITOCIN  
PREMARIN  
PREMPRO  
PREDNISONE  
PRILOSEC  
PRINIVIL  
PROCARDIA XL  
  
PROVACHOL  
PROZAC  
QUINIDINE  
REGLAN  
RELAFEN  
STREPTOKINASE  
SYNTHYROID  
TAGAMET  
TEGRETOL  
TETRACYCLINE  
THEOPHYLLINE  
TOBRAMYCIN  
TPA  
ULTRAM  
VALIUM  
XANAX

INSULIN  
K-DUR

ZANTAC  
ZITHROMAX  
ZOCOR

### **Students with Disabilities**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact Donna Price at 713-718-5165 or the Disability Counselor for this college (Dr.Raj Gupta at 87631). Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

### **Discrimination**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oiie@hccs.edu](mailto:oiie@hccs.edu). Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu)

### **Campus Carry**

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

### **Academic Honesty**

Cheating and unethical conduct will result in automatic dismissal from the program.

### **Attendance and Withdrawal Policies**

Students who are absent for more than four class sessions will be administratively dropped from the course without notification. Exceptions to this policy will be up to the discretion of the instructor. Attendance will be checked daily by the instructor. The instructor is required to report all absences for all students receiving financial aid (grants, VA, social security, etc.)

### **Course Repetition**

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

### **Course Requirements and Grading Policy**

1. Read all assignments and understand all requirements for completing assignments prior to coming to class.
2. Bring all necessary workbooks, coding books, and other material to class each night.
3. Have the standard cover sheet attached to assignments to be turned in to instructor.
4. Complete assignments as scheduled. **NO LATE WORK ACCEPTED.**  
Assignments in Faye Brown will be checked before class.
5. There will be no makeups for tests missed.
6. Please see attendance policy in HCCS handbook

### **GRADING POLICY**

Final exam:	25%
Exam 1:	20%
Exam 2:	20%
Exam 3:	20%
Assignments	10%

Quizzes 5%

**GRADING SCALE**

90 - 100	A
80 - 89	B
75 - 79	C
74 and below	F (no Ds will be given)

**Testing**

Students absent from the class during the time of a major examination for test will have NO MAKE-UP EXAMINATIONS, except upon the discretion of the instructor. **One and a half (1.5) hours** will be schedule for each exam except the final which is 3 hours. Students late for the exam will be allowed to take the exam with the remaining scheduled time. The percentage of each activity will weight in the final grade regardless if the student participated in the activity or test.

**Make-up policy**

No make-up exams

**Projects, Assignments, Portfolios, Service Learning, Internships, etc.**

Complete lesson objectives.

**AHIMA DOMAINS, SUBDOMAINS, AND TASKS**

**I. Domain: Data Content, Structure Standards**

**Subdomain I. A. Classification**

**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**

**Sub domain V. B. Coding**

**1. Analyze current regulations and established guidelines in clinical classification systems**  
**2. Determine accuracy of computer assisted coding assignment and recommend corrective action**

**III. Domain: Healthcare Environment**

**C. Sub domain: Healthcare Information Requirements and Standards**

**5. Ensure facility-wide adherence to health information services' compliance with regulatory requirements**

(for example, ICD-10-CM Cooperative Parties coding guidelines, HCFA Compliance Plan, Correct Coding Initiative).

**Lesson Objectives:**

**Students will be able to demonstrate an understanding of basic coding principles by utilizing the following:** ICD-10-CM Basic Coding:

Vocabulary

ICD-10-CM Basic Coding: Alphabetic Index ICD-10-

CM Basic Coding: Tabular List

ICD-10-CM Basic Coding: Index and Tables and Procedure codes

ICD-10-CM Basic Coding: Z Codes

ICD-10-CM Basic Coding: Signs, Symptoms, and Ill-defined conditions

**Students will be able to demonstrate an understanding of basic coding principles by coding diagnoses, conditions and procedures in the following areas:**

ICD-10-CM and ICD-10 PCS

**Course Calendar with Reading Assignments**

<b>September 12</b>	Orientation with introduction to coding conventions. Homework Faye Brown-Chapters 1-7
<b>September 19</b>	Discussion of Coding Guidelines Continuation of Faye Brown-Chapters 1-7
<b>September 26</b>	Discussion of Coding Guidelines Continuation of Faye Brown-Chapters 1-7
<b>October 3</b>	ICD-10-CM
<b>October 10</b>	Encoder lesson
<b>October 17</b>	<b>1<sup>st</sup> Test with review</b>
<b>October 24</b>	ICD-10-CM



<b>October 31</b>	<b>Midterm.</b>
<b>October 24</b>	ICD-10-CM
<b>November 7</b>	ICD-10-CM
<b>NOVEMBER 14</b>	<b>LAST DAY FOR STUDENT WITHDRAWALS</b>
<b>November 21</b>	<b>3<sup>rd</sup> Test with review</b>
<b>November 28</b>	ICD-10-CM
<b>December 5</b>	<b>All assignments are due. Comprehensive review for final exam.</b>
<b>December 12</b>	<b>FINAL EXAM</b>

**Other Student Information (clubs, tutoring, web resources, etc.)**

Tutor hours posted in HITT lab Website addresses:

Advance for Health Information Professionals- [www.advanceforhim.com](http://www.advanceforhim.com)

For the Record- [www.fortherecordmag.com](http://www.fortherecordmag.com) [Journal](#)

of AHIMA- [www.ahima.org](http://www.ahima.org)