

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Winter 2015

Course: HI 190 Medical Coding Professional Practice Experience (PPE)

Credit: 4 Quarter Hours **Method of Delivery:** eLearning

Course Description: The student will complete case studies from a diverse set of professional settings to reinforce the student's skills in medical coding and prepare the student for transition to a career as a medical coder. Mock certification examinations are included in this course (Formerly AH 190 Medical Coding Specialist Practicum).

Prerequisite: Satisfactory completion of classroom course requirements

Text: Professional Review Guide for the CCA Examination, 2014 Edition

Publisher: Cengage Learning

ISBN: 9781285735504

Text: Clinical Coding Workout, without answers, 2014 Edition

Publisher: American Health Information Management Association

ISBN: 9781584261018

Text: Professionalism in Health Care: A Primer for Career Success, Third Edition

Publisher: Pearson Prentice Hall

ISBN: 978-0-13-515387-1

Materials needed for this course: Students are also expected to refer to texts used throughout this program, procedure and/or policy manuals used by the health facility, and other references located at the PPE site.

Topics:

1. Current events and issues in healthcare
2. Developing a professional network
3. Professional organizations
4. Preparation for certification

Learning Objectives: Upon completion of this course, the student will be able to:

1. Perform entry-level coding competency functions.
2. Develop confidence in the application of knowledge, skills, and human relations.
3. Complete their education for preparation for employment.
4. Communicate with medical coding professionals to start building a professional network.
5. Assign appropriate ICD-9-CM, CPT, and HCPCS codes.
6. Network with other students as preparation for transition from student to practicing professional.
7. Explore benefits of professional organization membership
8. Analyze current events and issues in healthcare.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

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Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Instructor: Leah Grebner, PhD, RHIA, CCS, FAHIMA
Midstate email: lgrebner@midstate.edu

Room/phone: 236/309-692-4092
Office Hours: Posted

Policies and Procedures:

1. All work is to be submitted on time unless unusual circumstances occur. If you miss class, you are expected to use your course outline to determine what you missed. You will have seven days to make arrangements to make up the missed work without penalty. The grade will drop 10% for each week you delay in completing material following the seven day grace period. **Late work will NOT be accepted without prior approval from the instructor.** This includes homework and quizzes. Discussion forums, assignment drop boxes, and quizzes will not be available after 7:59 a.m. Monday at the end of each week.
2. **Academic dishonesty is never tolerated and will be referred to the dean.**

Participation Requirements:

1. Students are required to make at least two **meaningful** posts each week, **plus** the weekly summary. **Attendance is expected, not suggested.** Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.
2. The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

Examination Information: The Professional Review Guide text for this course includes a CCA mock examination in Chapter 10. The mock examination will be completed for both the midterm examination and the final examination.

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Methods of evaluating student performance: All assignments, journals, discussions, summaries, thank you notes, assessments, midterm and final examinations must be completed. If all required elements are not done, the student will not pass this course. A course average grade of C or better is required to be considered passing for this course.

Reflections	25%
Discussions	25%
Thank You Note	5%
Interview Assignment	5%
Midterm & Final Exam	5%
Professionalism	5%
Coding	30%
Total	100%

DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting <ul style="list-style-type: none"> • Answers the minimal requirements of the question without supporting evidence = 1 point • Minimal posting with supporting evidence = 2 points • Complete posting with supporting evidence = 3 points 	30 points
Response to posting of a classmate <ul style="list-style-type: none"> • Posting the minimal requirements without supporting evidence = 1 point • Minimal posting with supporting evidence = 2 points • Complete posting with supporting evidence = 3 points 	30 points
Correct spelling in postings for the week	20 points
Correct grammar in postings for the week	20 points
Total points per weekly discussion	100 points

JOURNAL GRADING GUIDELINES	
Inclusion of dates & times for each activity	5 points
Identification of each activity performed	5 points
Identification of learning experience for each activity performed	10 points
Provision of detail for each activity performed	20 points
Correct spelling in postings for the week	30 points
Correct grammar in postings for the week	30 points
Total points per weekly journal	100 points

WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	-10	-0
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

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Instructor's Grading Scale:

90-100	A	Met/exceeded the entry level standard in 90-100% of marked performance areas on the final evaluation
80-89	B	Met/exceeded the entry level standard in 80-89% of marked performance areas on the final evaluation
70-79	C*	Met/exceeded the entry level standard in 70-79% of marked performance areas on the final evaluation
60-69	D	Repeat professional practice experience
0-59	F	Repeat professional practice experience

*Any student achieving evaluations below 70% may not be demonstrating professional behavior and adequate skills and may be required to repeat the professional practice experience at the discretion of the Dean of the College and/or the Health Information Technology Department Director. Marks in the "below entry level standard" on the Final Evaluation will require the professional practice experience to be repeated.

Professionalism Text Assignments		
Week	Topic	Chapter
1	Chapter 7 The Practicum Experience	Read chapter 7 and complete Chapter Review questions 1, 2, 4, 5, 6, and 7 on pages 168-169 and What If? Scenarios 2, 3, 4, 6, and 7 on pages 169-171.
2	No professionalism assignment this week	
3	Chapter 1 The Healthcare Industry and Your Role	Read chapter 1 and complete Chapter Review questions 1-10 on pages 23-24 and What If? Scenarios 1, 3, 4, and 7 on pages 24-25.
4	Chapter 2 Your Work Ethic and Performance	Read chapter 2 and complete Chapter Review questions 1-10 on pages 49-50 and What If? Scenarios 1-4, 6, 8, and 9 on pages 50-52.
5	No professionalism assignment this week	
6	Chapter 3 Personal Traits of the Healthcare Professional	Read chapter 3 and complete Chapter Review questions 1-8 on pages 68-69 and What If? Scenarios 1-4 and 6-8 on pages 70-72.
7	No professionalism assignment this week	
8	Chapter 4 Relationships, Teamwork, and Communication Skills	Read chapter 4 and complete Chapter Review questions 1-10 on pages 96-97 and What If? Scenarios 1-10 on pages 97-99.
9	No professionalism assignment this week	
10	Chapter 5 Cultural Competence and Patient Care	Read chapter 5 and complete Chapter Review questions 1-10 on pages 122-124 and What If? Scenarios 3, 4, 5, and 10 on pages 124-126.
11	Chapter 6 Professionalism and Your Personal Life	Read chapter 6 and complete Chapter Review questions 1-15 on pages 144-146 and What If? Scenarios 1-6, 8, and 9 on pages 147-149.
12	Chapter 8 Employment, Leadership, and Career Development	Read chapter 8 and complete Chapter Review questions 1-11 on pages 205-206 and What If? Scenarios 1-4 and 6-10 on pages 206-208.

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Clinical Coding Workout Assignments			
Week	Chapter	Topic	Exercises
1	1 (part 1)	Beginning Coding Exercises (ICD)	1-100
2	1 (part 2)	Beginning Coding Exercises (ICD)	101-200
3	4	Intermediate Case Studies from Inpatient Health Records	1-99
4	7	Advanced Case Studies from Inpatient Health Records	1-61
5	2 (part 1)	Basic Principles of CPT Coding	1-100
6	2 (part 2)	Basic Principles of CPT Coding	101-200
7	5	Intermediate Case Studies from Ambulatory Health Records	1-102
8	8	Advanced Case Studies from Ambulatory Health Records	1-66
9	6	Intermediate Case Studies from Physician-Based Health Records	1-112
10	9	Advanced Case Studies from Physician-Based Health Records	1-91
11	3	HCPCS Level II Coding	1-57
12	10	Coding Challenge	1-55

PROFESSIONAL PRACTICE EXPERIENCE WEEKLY REFLECTION

A weekly journal shall be maintained for students to reflect on learning experiences. The structure of the journal may be in any format that the student chooses to use. List the date, amount of time spent working on coding case studies and other assignments. Provide a description of the activities performed. Each entry should include the following:

- The date with starting and ending time spent on each activity
- Problems encountered by the student, if any.
- Each day, answer the question: "What did I learn today?" If your first answer is nothing, keep asking until you come up with what you learned. Every experience is a learning experience.

The weekly journals should address learning experiences related to research on discussion topics, information about what the student is doing to prepare for certification testing, or anything else that may be pertinent that the student has learned or experienced during the week as it may be related to the career field.

PROFESSIONAL PRACTICE EXPERIENCE INTERVIEW ASSIGNMENT

Instructions: As you complete your professional practice experience, you must make a professional contact with a working coding or billing professional in order to learn more about the work environment. Briefly answer each question below and feel free to add additional questions if you wish to have a longer conversation with the interviewee. When submitting the interview assignment, **boldface** each question to facilitate evaluation by the instructor. Not all questions will be applicable to all sites due to the differences in structure of departments. If a question is not applicable to the facility where you are, simply state "not applicable".

1. Who did you interview and what is the name of the facility?
2. How many coders are there?
3. What are the background and training of the coding specialists at the facility?
4. What are the credentials do the coding staff possess?
5. How many people in the department are credentialed?
6. What hours do the coders work?
7. What is the relationship of the coding department with the billing department?
8. Do the coders use an encoder, coding books, or both?
9. What effect do various insurance companies have on coding practices?
10. What recommendations does the interviewee have for somebody new entering the career field?

THANK YOU LETTER

A thank you letter should be written and mailed to the individual interviewed for the PPE interview assignment shortly after the conclusion of the activity. A copy of the letter should be submitted to the drop box for grading.

**Week One
Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Start to develop and/or strengthen network with other students as preparation to transition from student to practicing professional.
2. Define professionalism.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** The first paragraph shall be an introduction of yourself to your classmates. What is your major? Discuss your expectations for your PPE. Are you excited, nervous, or just ready to get it over and graduate? What are your fears? How do you feel you may benefit from networking with your peers in this class? How do you feel you may benefit from the PPE interview assignment?

The second paragraph should address backup plans. Since this class is online, it is important to have access to a reliable computer. What is your backup plan in the case that you experience computer or internet access problems? It is good to have more than one alternative in case you may need it.

Be sure to respond to at least one of your classmates' postings with questions, comments, or additional information. Plan ahead and do not wait until 11:00 Sunday night to work on your homework. All of your assignments are outlined in the syllabus and all of the weeks are left open so that you may access the materials early. Poor planning does not constitute an emergency. The weekly summary and responses are due by Sunday, Day 7 of this week.

2. **Clinical Coding Workout Text:** Complete chapter 1 part one, exercises 1-100.
3. **Professionalism Text:** Read chapter 7 and complete Chapter Review questions 1, 2, 4, 5, 6, and 7 on pages 168-169 and What If? Scenarios 2, 3, 4, 6, and 7 on pages 169-171.
4. **Weekly Reflection**

**Week Two
Objectives**

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** This week discussion pertains to professional organization membership. Have you joined any professional organizations (AHIMA, AAPC, etc.) as a student member? If so, what organization(s) did you join? What benefits of membership have you found to be most valuable? Are there any membership benefits about which you are unsure?

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If you have not joined as a student member, what are your reasons for not joining? Since this is your final quarter before graduation, this marks your last chance for discounted membership as a student. If you join now, you can appreciate a year of membership benefits for the low rate. You can also use student loan and other financial aid to purchase your membership if you do not have the money at this time. If you don't join until after graduation, it is very expensive. Some workplaces will pay for your annual membership dues, but not all do. When you interview for jobs, that is a very good question to ask about, along with whether or not they pay for continuing education.

2. **Clinical Coding Workout Text:** Complete chapter 1 part 2, exercises 101-200.
3. **Professionalism Text :** No assignment this week
4. **Weekly Reflection**

Week Three
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** Are you planning to take a certification exam following graduation from your program? If so, which test (CCA, CCS, CCS-P) do you plan to take? How long do you plan to wait following graduation before you take the test and why did you decide on that time frame? Look up the information for credentials specific to your field of practice and read about the exams. Discuss any new and/or interesting information that you find.
2. **Clinical Coding Workout Text:** Complete chapter 4, exercises 1-99.
3. **Professionalism Text :** Read chapter 1 and complete Chapter Review questions 1-10 on pages 23-24 and What If? Scenarios 1, 3, 4, and 7 on pages 24-25.
4. **Weekly Reflection**

Week Four
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** Have you already looked ahead to see what the continuing education requirements are for the credentials specific to your field of work? Explore what options for continuing education are available and discuss what plans you have for continuing education once you graduate and become certified. Also, some of you, especially in medical transcription and some in medical coding, may wish to wait a while after graduation before taking a certification test. Do not consider this waiting period as time out from education. Discuss the importance of continuing education in your to your field of work.
2. **Clinical Coding Workout Text:** Complete chapter 7, exercises 1-61.
3. **Professionalism Text :** Read chapter 2 and complete Chapter Review questions 1-10 on pages 49-50 and What If? Scenarios 1-4, 6, 8, and 9 on pages 50-52.

4. Weekly Reflection

Week Five Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** Now that you have had a couple of weeks to think a little more about professional organization membership, let's address things at a higher level. Most people join their respective professional organizations simply for credential reasons or just because "that's what you do." Some are so apathetic that they have no clue, not only being unaware of the benefits they are entitled to as members, but more so, they are unaware of the importance of volunteers in the organization and the roles of volunteers in leadership positions. Discuss ways that you may be interested in serving your profession as a volunteer. Have you or would you ever consider running for a leadership position at a regional, state, or national level? Why or why not? Is there anything you would like to learn about volunteering or pursuing a leadership position?
2. **Clinical Coding Workout Text:** Complete chapter 2 part 1, exercises 1-100.
3. **Professionalism Text :** No assignment this week
4. **Weekly Reflection**

Week Six Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** This is the week that you will be completing your practice test using the online access code to take the mock examination in the Professional Review Guide textbook. The one thing that I want you to remember is that this test is for you to practice and find your weak areas. Do NOT use any references, as you will not be allowed any when you take your certification tests. This will be a pass/fail test. If you take the practice test and turn it in, you get full points. If you do not do it this week, you will get no points. Prior to taking the practice test, discuss what your fears are.

After taking the practice test, share your feelings and what you plan to do in order to better prepare for the real thing. Most important this week - do NOT be discouraged by your practice test scores. In fact, expect them to be low, especially the first time you take it. You will be doing this again for the final exam and this first one should provide a good indication of what you will need to review. Trust me, this first time taking the practice test will be a real eye-opener for all of you. You will be amazed at some of the seemingly minor things that you learned in class, but will be on the test.

2. **Clinical Coding Workout Text:** Complete chapter 2 part 2, exercises 101-200.
3. **PPE Interview**
4. **Thank you note**

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5. **Midterm exam**
6. **Professionalism Text** : Read chapter 3 and complete Chapter Review questions 1-8 on pages 68-69 and What If? Scenarios 1-4 and 6-8 on pages 70-72.

7. **Weekly Reflection**

Week Seven
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** You should have completed and submitted your PPE interview assignment last week. What did you learn from the interview assignment? Were there any surprises in your interview? Share your findings and discuss differences with the findings of your classmates.
2. **Clinical Coding Workout Text:** Complete chapter 5.
3. **Professionalism Text** : No assignment this week
4. **Weekly Reflection**

Week Eight
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** Have you started your search yet for your first job in your new career field? What type of organization and what position are you interesting in pursuing? What do you feel your greatest strengths and weaknesses are as you begin to make the transition from student to working professional?
2. **Clinical Coding Workout Text:** Complete chapter 8.
3. **Professionalism Text:** Read chapter 4 and complete Chapter Review questions 1-10 on pages 96-97 and What If? Scenarios 1-10 on pages 97-99.
4. **Weekly Reflection**

Week Nine
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

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1. **Discussion:** This week, I would like each of you to share something that you learned in your professional practice experience, either from your coding case studies or your interview assignment, that was new information that you do not remember learning in your coursework. Do not feel the need to limit this to one item. If you learned more, then I encourage you to share with your classmates.
2. **Clinical Coding Workout Text:** Complete chapter 6.
3. **Professionalism Text:** No assignment this week
4. **Weekly Reflection**

Week Ten
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** As we are approaching the end of this quarter and the point at which you transition from being a student to becoming a professional, you need to be aware of the fact that not all workplaces do things “according to the books.” Some of you may have noticed in visits to healthcare providers that the facility does certain tasks different than how you learned it should be. It could be a simple shortcut, but it could be something significantly different and possibly non-compliant with what you learned regarding legal and ethical issues. You may have also noticed things done differently when you have visited healthcare providers. Discuss an experience with a healthcare provider that differs from what you have learned in school.
2. **Clinical Coding Workout Text:** Complete chapter 9.
3. **Professionalism Text :** Read chapter 5 and complete Chapter Review questions 1-10 on pages 122-124 and What If? Scenarios 3, 4, 5, and 10 on pages 124-126.
4. **Weekly Reflection**

Week Eleven
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Discussion:** I encourage all of you to start working on the practice tests for the final exam this week, rather than waiting until the last minute next week. Have you done any studying based on the findings from the practice tests when you took them at midterm? Be sure to read the study tips at the beginning of your textbook. One thing that is recommended for doing the practice tests is to set aside a large block of time and take them all in one sitting. While this may be a difficult task for you to block out about four hours, it will give you a more accurate idea of what to expect when you take the real thing. How soon following graduation do you plan to take your certification test?
2. **Clinical Coding Workout Text:** Complete chapter 3.

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3. **Professionalism Text** : Read chapter 6 and complete Chapter Review questions 1-15 on pages 144-146 and What If? Scenarios 1-6, 8, and 9 on pages 147-149.
4. **Weekly Reflection**

Week Twelve
Objectives

Upon completion of this week's assignments, the student will be able to:

1. Network with other students as preparation for transition from student to practicing professional.
2. Explore benefits of professional organization membership
3. Discuss and analyze current events and issues in healthcare.

Assignments – Due before midnight on Sunday, Day 7

1. **Clinical Coding Workout Text:** Complete chapter 10.
2. **Professionalism Text** : Read chapter 8 and complete Chapter Review questions 1-11 on pages 205-206 and What If? Scenarios 1-4 and 6-10 on pages 206-208.
3. **Final Course Reflection:** Each student must submit a 2 – 3 paragraph report to the Final Course Reflection drop box. The report shall summarize the learning concepts from the material covered in the assignments this quarter. Please devote the last paragraph to at least two concepts that you found to be most personally important and/or valuable from course material this quarter. Also share information regarding what you liked best about the course, what you liked least about the course, and any comments or suggestions for improvement.