

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

**Spring 2019**

**Course:** HI275 Classification and Indexing Systems III

**Credit:** 4 Quarter Hours

**Method of Delivery:** Night Flex (NF)

**Course Description:** This course provides experience with coding, utilizing ICD-10-CM/PCS, CPT, and HCPCS codes. Students will code case studies from diverse areas of specialization. Application of physician query development, POA indicators, MS-DRGs, and encoder use will be addressed.

**Prerequisites:** HI215 and HI235

**Text(s) & Manual(s):** Principles of Healthcare Reimbursement, Fifth Edition

**ISBN:** 9781584264347

**Author(s):** Anne Casto and Elizabeth Forrestal

**Publisher:** AHIMA Press

**Text(s) & Manual(s):** 2018 ICD-10-CM Spiral with tabs

**ISBN:** 9781946729071

**Author(s):** Puckett

**Publisher:** Channel Publishing

**Text(s) & Manual(s):** 2018 ICD-10-PCS Spiral with tabs

**ISBN:** 9781946729095

**Author(s):** Puckett

**Publisher:** Channel Publishing

**Text(s) & Manual(s):** 2018 CPT Professional Spiral

**ISBN:** 9781622026005

**Author(s):** AMA

**Publisher:** AMA

**Text(s) & Manual(s):** All Access Virtual Lab Student Enrollment Code – Full Year

**Publisher:** AHIMA

**Materials needed for this course:**

Additional Supplies: None

Hardware/Software and Equipment: None

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**Topics:**

1. Encoder Usage
2. Official Coding Guidelines
3. Using a Groupers
4. AHA Coding Clinic
5. CPT Assistant
6. Healthcare Reimbursement Methodologies
7. Clinical Coding and Coding Compliance
8. Voluntary Healthcare Insurance Plans
9. Government-Sponsored Healthcare Programs
10. Managed Care Plans
11. Medicare-Medicaid Prospective Payment Systems for Inpatients
12. Ambulatory and Other Medicare-Medicaid Reimbursement Systems
13. Medicare-Medicaid Prospective Payment Systems for Postacute Care
14. Revenue Cycle Management
15. Value-Based Purchasing

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

1. Evaluate the accuracy of diagnostic and procedural coding.
2. Apply diagnostic/procedural groupings.
3. Develop appropriate physician queries to resolve data and coding discrepancies.
4. Evaluate revenue cycle management processes.

**AHIMA Entry Level Competencies (2014)**

Associate Competencies	Baccalaureate Competencies	Assessment Item
I.A.2. Evaluate the accuracy of diagnostic and procedural coding.		Week 6 Auditing Assignment
I.A.3. Apply diagnostic/procedural groupings.		Week 2 MS-DRG Assignment
I.A.4. Evaluate the accuracy of diagnostic/procedural groupings.		Week 6 Auditing Assignment
IV.A.1. Apply policies and procedures for the use of data required in healthcare reimbursement.		Week 2 MS-DRG Assignment

**MIDSTATE COLLEGE**  
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IV.A.2. Evaluate the revenue cycle management processes.		Week 10 - Write an essay to compare the roles of HIM professionals with the roles of clinical staff members as they pertain to revenue cycle management, preapproval, advance beneficiary notice, utilization review, case management, coordination of care, and quality review.
V.D.1. Identify discrepancies between supporting documentation and coded data.		Week 6 Auditing Assignment
V.D.2. Develop appropriate physician queries to resolve data and coding discrepancies.		Week 5 Physician Query Assignment
	I.A.2. Identify the functions and relationships between healthcare classification systems.	Week 6 - Write a brief essay to discuss how the ICD-10-CM and CPT/HCPCS coding systems are used together as related to medical necessity.
	I.A.4. Evaluate the accuracy of diagnostic and procedural coding.	Week 6 Auditing Assignment
	I.B.1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.	Week 6 Auditing Assignment
	IV.A.1. Manage the use of clinical data required by various payment and reimbursement systems.	Week 2 MS-DRG Assignment

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	IV.A.4. Implement processes for revenue cycle management and reporting.	Week 4 - Chapter 3: Review the most recent RAC Report to Congress on the CMS website. Write a paper that answers the following questions: Why are facilities and providers unable to prevent the improper claims that the RACs have identified in their reviews? What can providers and facilities learn from this report? What key points can be identified and then implemented at the coder, physician, and clinician level to improve reporting processes?
	V.B.1. Construct and maintain processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines.	Week 3 - Write a coding compliance policy that addresses applicable laws and coding guidelines.
	V.B.2. Manage coding audits.	Week 3 - Write a policy to address coding audits.
	V.D.1. Implement provider querying techniques to resolve coding discrepancies.	Week 5 - Physician Query Assignment

**Midstate Grading scale:**

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

**Academic Integrity:**

Academic integrity is a basic principle of the College’s function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents

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and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

**Plagiarism:**

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 Turnitin 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 and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu);

The Office of Student Success offers help in the following areas:

- **Tutoring:** Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided

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by the instructor outside of scheduled class times or through the office of Student Success.

- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

**Instructor:** Carol Fremaux, RHIA  
**Midstate email:** csfremaux@midstate.edu

**Room/phone:** 236/309-692-4092  
**Office Hour(s):** posted on website

**Policies and Procedures:**

1. This course is being administered as flex learning. The schedule will state what day and time the classroom component will be, as it would be with a regular classroom course, while eLearning is available at all times. If you plan to attend in the classroom, please let the instructor know at least one day prior to the date of the classroom meeting time so that an adequate number of classroom materials can be printed.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
  - eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.
2. 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.
  3. If you attend the classroom component, you are expected to be on time. If you must arrive late, or leave early during class, please let the instructor know ahead of time and enter and leave the classroom quietly to avoid disturbing others.
  4. Academic dishonesty is never tolerated and will be referred to the Dean.
  5. If you are in the classroom, cell phone ringers must be silenced and absolutely no texting or taking calls will be allowed during class.

**MIDSTATE COLLEGE**  
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6. The final exam must be completed. Failure to do so will result in failure of the course.
7. In order to maintain equal work in both online and classroom components of this course, all students, both classroom and eLearning, must complete weekly reflections.
8. Academic integrity is important at Midstate College, as stated in the catalog and student handbook. This not only includes prevention of cheating on exams and written research papers, but also discussion forum postings. Discussion postings must be in your own words and references must be cited.
9. 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.

**Participation Requirements:**

1. If you are attending the course via eLearning, discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a meaningful manner with either a value-added comment or an insightful question about the posting of your classmate. Students attending in the classroom must come prepared to discuss the assigned question and must actively participate in discussion in the classroom in order to receive full credit.
2. 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.

**Examination Information:** A pretest is administered during Week 1. The pretest is for assessment purposes only to determine what the students' knowledge level is at the start of the quarter. The pretest is not included in the final grade. There will be weekly quizzes and a final exam in Week 12. The final exam is comprehensive in nature.

**Methods of evaluating student performance:**

All assignments, projects, quizzes, assessment items and the final examination 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.

Discussions	25%
Weekly Reflections	20%
Assignments	25%
<u>Quizzes &amp; Final Exam</u>	<u>30%</u>

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Total 100%

**Instructor's Grading Scale:**

<b>CLASSROOM DISCUSSION QUESTION GRADING GUIDELINES</b>	
Initial posting <ul style="list-style-type: none"> <li>• Answers minimal requirements of question without supporting evidence = 10 points</li> <li>• Minimal response with supporting evidence = 20 points</li> <li>• Complete response with supporting evidence = 40 points</li> </ul>	40 points
Response to a classmate <ul style="list-style-type: none"> <li>• Simple response lacking insight or adding value = 20 points</li> <li>• Insightful response adding value to the initial response = 40 points</li> </ul>	40 points
Correct spelling and grammar in postings for the week <ul style="list-style-type: none"> <li>• Professional and respectful response = 20 points</li> <li>• Unprofessional or disrespectful response = 0 points</li> </ul>	20 points
Total points per weekly discussion	100 points

<b>ELEARNING DISCUSSION QUESTION GRADING GUIDELINES</b>	
Initial posting <ul style="list-style-type: none"> <li>• Answers the minimal requirements of the question without supporting evidence = 10 point</li> <li>• Minimal posting with supporting evidence = 20 points</li> <li>• Complete posting with supporting evidence = 30 points</li> </ul>	30 points
Response to posting of a classmate <ul style="list-style-type: none"> <li>• Posting the minimal requirements without supporting evidence = 10 points</li> <li>• Minimal posting with supporting evidence = 20 points</li> <li>• Complete posting with supporting evidence = 30 points</li> </ul>	30 points
Correct spelling and grammar in postings for the week <ul style="list-style-type: none"> <li>• No spelling errors = 20 points</li> <li>• One or two spelling errors = 10 points</li> <li>• More than two spelling errors = 0 points</li> </ul>	20 points
Correct grammar in postings for the week	20 points

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<ul style="list-style-type: none"> <li>• No grammar errors = 20 points</li> <li>• One or two grammar errors = 10 points</li> <li>• More than two grammar errors = 0 points</li> </ul>	
Total points per weekly discussion	100 points

<b>WEEKLY REFLECTION GRADING GUIDELINES</b>		
<ul style="list-style-type: none"> <li>• Two complete paragraphs with supporting evidence = 40 points</li> <li>• One paragraph with supporting evidence or two minimal paragraphs without supporting evidence = 20 points</li> <li>• Answers the minimal requirements of the question without supporting evidence = 10 points</li> <li>• No posting = no points</li> </ul>	40 points	
<p style="text-align: center;">Correct spelling in postings for the week</p> <ul style="list-style-type: none"> <li>• No spelling errors = 30 points</li> <li>• 1 misspelled word = 20 points</li> <li>• 2-3 misspelled words = 10 point</li> <li>• More than 3 misspelled words = 0 points</li> </ul>	30 points	
<p style="text-align: center;">Correct grammar in postings for the week</p> <ul style="list-style-type: none"> <li>• No grammar/mechanical errors = 30 points</li> <li>• 1 grammar/mechanical error = 20 points</li> <li>• 2-3 grammar/mechanical errors = 10 points</li> <li>• More than 3 grammar/mechanical errors = 0 points</li> </ul>	30 points	
Total points per weekly discussion		100 points

<b>WRITING ASSIGNMENT GRADING GUIDELINES</b>			
	<b>-20</b>	<b>-10</b>	<b>-0</b>
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

**MIDSTATE COLLEGE**  
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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

**Course Outline**

**Week One**

1. Discussion: Provide an introduction of yourself. What is your major? How long ago did you take HI215? What do you expect to learn in this course?
2. Assignments:
  - a. Complete coding guidelines homework for Chapter 1 Infectious and Parasitic Diseases (A-B).
  - b. Complete the Encoder Usage Assignment.
3. Submit the weekly reflection.

**Week Two**

1. Read Chapter 1.
2. Discussion: Visit the websites of well-known insurance companies. What are some of the hot topics covered on their websites?
3. Assignments:
  - a. Complete the Review Quiz on page 22.
  - b. Research national models for delivering healthcare services in at least three other countries and identify which national model is used by each and evaluate the pros and cons of each nation's healthcare delivery system. Summarize your findings in a 1-2 page document using APA formatting.
  - c. Complete coding guidelines homework for Chapters 2 Neoplasms and 3 Diseases of the Blood and Blood-Forming Organs (C-D).
  - d. Complete the MS-DRG assignment.
4. Complete the Chapter 1 Quiz.
5. Submit the weekly reflection.

**Week Three**

1. Read Chapter 2.
2. Discussion: Locate the Office of the Inspector General Work Plan on the Health and Human Services website. Discuss which areas would be appropriate for auditing and/or education.
3. Assignments:
  - a. Complete the Review Quiz on page 45.
  - b. Complete the Theory in Practice questions 1 & 2 from the online workbook.

**MIDSTATE COLLEGE**  
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- c. Complete coding guidelines homework for Chapters 4 Endocrine, Nutritional, and Metabolic Diseases and 5 Mental, Behavioral and Neurodevelopmental Disorders (E-F).
  - d. Write a coding compliance policy that addresses applicable laws and coding guidelines.
  - e. Write a policy to address coding audits.
  - f. Complete the Coding Clinic Assignment.
4. Complete the Chapter 2 Quiz.
  5. Submit the weekly reflection.

**Week Four**

1. Read Chapter 3.
2. Discussion: Visit the Illinois Department of Insurance website and discuss the types of insurance fraud that are listed.
3. Assignments:
  - a. Complete the Review Quiz on page 79.
  - b. Complete the Real World Case in the online workbook.
  - c. Review the most recent RAC Report to Congress on the CMS website. Write a paper that answers the following questions:
    - Why are facilities and providers unable to prevent the improper claims that the RACs have identified in their reviews?
    - What can providers and facilities learn from this report?
    - What key points can be identified and then implemented at the coder, physician, and clinician level to improve reporting processes?
  - d. Complete coding guidelines homework for Chapters 6 Diseases of the Nervous System, 7 Diseases of the Eye and Adnexa, and 8 Diseases of the Ear and Mastoid Process (G-H).
  - e. Complete the CPT Assistant assignment.
4. Complete the Chapter 3 Quiz.
5. Submit the weekly reflection.

**Week Five**

1. Read Chapter 4.
2. Discussion: Research Medicaid programs in at least three different states. Discuss the differences that you notice between the different programs.
3. Assignments:
  - a. Complete the Review Quiz on page 93.
  - b. Complete Theory into Practice in the online workbook.
  - c. Complete coding guidelines homework for Chapter 9 Diseases of the Circulatory System (I).
  - d. Complete the physician query assignment.
4. Complete the Chapter 4 Quiz.
5. Submit the weekly reflection.

**MIDSTATE COLLEGE**  
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**Week Six**

1. Read Chapter 5.
2. Discussion: Research news articles about managed care organizations. Share one of the articles that you find and provide a summary in your own words. Does this article present managed care in a positive, negative, or neutral sense?
3. Assignments:
  - a. Complete the Review Quiz on page 111.
  - b. Complete the Real World Case in the online workbook.
  - c. Complete coding guidelines homework for Chapters 10 Diseases of the Respiratory System, 11 Diseases of the Digestive System, and 12 Diseases of the Skin and Subcutaneous Tissue (J-L).
  - d. Complete the medical record review assignment.
  - e. Complete the auditing assignment. Perform an audit on the assigned cases that have been coded and grouped. Evaluate the accuracy of diagnostic and procedural coding. Identify discrepancies between supporting documentation and coded data. Verify that documentation in the health record supports the diagnosis and determine if a physician query should have been performed.
  - f. Write a brief essay to discuss how the ICD10-CM and CPT/HCPCS coding systems are used together as related to medical necessity.
4. Complete the Chapter 5 Quiz.
5. Submit the weekly reflection.

**Week Seven**

1. Read Chapter 6.
2. Discussion: In your own words, differentiate the major types of Medicare prospective payment systems for inpatients.
3. Assignments:
  - a. Complete the Review Quiz on page 132.
  - b. Complete Application Exercises 1-3 in the online workbook.
  - c. Complete coding guidelines homework for Chapter 13, Diseases of the Musculoskeletal System and Connective Tissue, 14 Diseases of the Genitourinary System, 15 Pregnancy, Childbirth, and the Puerperium, 16 Certain Conditions Originating in the Perinatal Period, and 17 Congenital Malformations and Chromosomal Abnormalities (M-Q).
4. Complete the Chapter 6 Quiz.
5. Submit the weekly reflection.

**Week Eight**

1. Read Chapter 7.
2. Discussion: Discuss how poor coding may impact RBRVS reimbursement. Refer to the examples provided in the tables on pages 156-157 of the textbook.

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

3. Assignments:
  - a. Complete the Review Quiz on pages 200-201.
  - b. Complete Application Exercise 3 in the online workbook.
  - c. Complete coding guidelines homework for Chapter 18 Symptoms, Signs, and Abnormal Findings and 19 Injury and Poisoning (R-T).
  - d. Complete the medical record review assignment.
4. Complete the Chapter 7 Quiz.
5. Submit the weekly reflection.

**Week Nine**

1. Read Chapter 8.
2. Discussion: Discuss how MS-LTC-DRGs differ from MS-DRGs.
3. Assignments:
  - a. Complete the Review Quiz on pages 248-249.
  - b. Complete Application Exercises 1 and 4 in the online workbook.
  - c. Complete coding guidelines homework for Chapters 20 External Causes of Morbidity and 21 Factors Influencing Health Status (V-Z).
4. Complete the Chapter 8 Quiz.
5. Submit the weekly reflection.

**Week Ten**

1. Read Chapter 9.
2. Discussion: Discuss the roles of members of the team maintaining the CDM. What challenges might each of the members encounter when working on the CDM?
3. Assignments:
  - a. Complete the Review Quiz on page 283.
  - b. Complete Theory into Practice in the online workbook.
  - c. Complete coding guidelines homework for ICD-10-PCS.
  - d. Write an essay to compare the roles of HIM professionals with the roles of clinical staff members as they pertain to revenue cycle management, preapproval, advance beneficiary notice, utilization review, case management, coordination of care, and quality review.
4. Complete the Chapter 9 Quiz.
5. Submit the weekly reflection.

**Week Eleven**

1. Read Chapter 10.
2. Discussion: Recently, CMS has added several prospective payment systems to their Pay-for-Reporting program. Pick one of the quality reporting programs discussed in the text. Research the program (CMS website, Federal Register, etc.) and discuss reporting requirements and how the provision may impact the reputation of a healthcare facility.
3. Assignments:

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

- a. Complete the Review Quiz on page 309.
  - b. Complete Application Exercise 2 in the online workbook.
  - c. Complete coding guidelines homework for CPT.
  - d. Complete the HAC assignment.
4. Complete the Chapter 10 Quiz.
  5. Submit the weekly reflection.

**Week Twelve**

1. Complete the final examination.
2. Complete the final course reflection. Each student must submit a 2-3 paragraph report to the Final Weekly Reflection drop box. Please devote one paragraph each to two concepts that you found most personally important and/or valuable from this quarter. In the third paragraph, please share information regarding what you liked best about the course, what you liked least about the course and any comments or suggestions for improvement. The weekly reflection is due by Monday at 8:00 AM.
3. Complete the Course Evaluation.