

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

Summer 2019

Course: HI285 Medical Coding and Billing Capstone

Credit: 4 Quarter Hours

Method of Delivery: eLearning (E)

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 billing to transition to a career as a medical coder and biller. Mock certification examinations are included in this course.

Prerequisite: Satisfactory completion of major courses.

Text(s) & Manual(s): Certified Coding Associate (CCA) Exam Preparation, 5th Ed.

ISBN: 9781584264798

Publisher: AHIMA Press

Text(s) & Manual(s): Billing & Reimbursement

Author: Schanhals

Publisher: Medtrak

Text(s) & Manual(s): 2019 Clinical Coding Workout: Practice Exercises for Skill Development

ISBN: 9781584266754

Publisher: AHIMA Press

Materials needed for this course:

Additional Supplies: Students are also expected to refer to texts used throughout this program, including ICD-10-CM, ICD-10-PCS, CPT, and HCPCS code books.

Hardware/Software and Equipment: None

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 medical coding.
2. Communicate with medical coding professionals to start building a professional network.
3. Explore benefits of professional organization membership.
4. Utilize medical billing software.

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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 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,

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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;

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 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: Cindy Heskett, RHIT, CCS, MOA
Midstate email: csheskett@midstate.edu

Room/phone:236/692-4092 x2362
Office Hour(s): Wednesday and Thursday
4:30-5:45pm (Central Standard Time) and
by appointment

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.

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3. All work must be in APA format, including in-text citations and a reference page. Any time you are citing a fact or concept that was not your own work, you must cite the source.

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 exam preparation text for this course includes two CCA mock examinations. The first mock examination will be completed for the midterm examination and second mock examination will be completed for the final examination.

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	20%
Discussions	25%
Interview & Thank You Note	5%
Midterm & Final Exam	5%
Billing	20%
<u>Coding</u>	<u>25%</u>
Total	100%

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Instructor's Grading Scale:

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

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 (this includes APA formatting)	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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Course Outline

Schanhals Text Assignments	
Week	Assignments
1	Read chapters 1-3, pages 9-30. Complete the “Do This” activities on pages 22, 25, and 27. Submit the Self Assessment and Log PDF files to the dropbox.
2	Read chapters 4-8, pages 31-72. Complete the “Do This” activities. Submit the Self Assessment PDF files to the dropbox.
3	Read chapter 9, pages 73-94. Complete the “Do This” activities. Submit the Self Assessment and patient statement PDF files to the dropbox.
4	Read chapters 10-12, pages 95-165. Complete the “Do This” activities. Submit the Self Assessment PDF files to the dropbox.
5	<ul style="list-style-type: none"> • Complete Case Study CL04 UTI Self Pay on pages 169-172. • Complete Case Study CL05 Left Ear Pain Blue Cross/Blue Shield of Michigan on pages 173-176. • Complete Case Study CL06 Abdominal Pain Medicare/Tricare on pages 177-180.
6	Midterm – no assignments from this text.
7	<ul style="list-style-type: none"> • Complete Case Study EH51 Annual Physical – Employee Health on pages 181-183. • Complete Case Study EH52 Drug Screen Only – Employee Health on pages 185-187.
8	<ul style="list-style-type: none"> • Complete Case Study WC71 Laceration Right Little Finger Workers Compensation on pages 189-192. • Complete Case Study WC72 Lower Back Pain Workers Compensation on pages 193-196.
9	<ul style="list-style-type: none"> • Complete Case Study PO11 Sore Throat and Cough - Humana on pages 197-200. • Complete Case Study PO12 Sports Physical - Guarantor on pages 201-203.
10	<ul style="list-style-type: none"> • Complete Case Study ED21 MVS – Multiple Injuries - Cigna on pages 205-208. • Complete Case Study ED22 Dog Bite Left Arm - Aetna on pages 209-212.
11	<ul style="list-style-type: none"> • Complete Case Study NSF1 Non-sufficient Funds on pages 213-215. • Complete Case Study CAG1 Collection Agency on pages 217-219. • Complete Case Study BDW1 Bad Debt Writeoff on pages 221-223.
12	Finals week – no assignments from this text

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Clinical Coding Workout Assignments			
Week	Chapter	Topic	Exercises
1	1 (part 1)	Beginning Coding Exercises (ICD)	1-50
2	1 (part 2)	Beginning Coding Exercises (ICD)	51-10
3	4	Intermediate Case Studies from Inpatient Health Records	1-50
4	7	Advanced Case Studies from Inpatient Health Records	1-50
5	2 (part 1)	Basic Principles of CPT Coding	1-50
6	2 (part 2)	Basic Principles of CPT Coding	51-100
7	5	Intermediate Case Studies from Ambulatory Health Records	1-50
8	8	Advanced Case Studies from Ambulatory Health Records	1-50
9	6	Intermediate Case Studies from Physician-Based Health Records	1-50
10	9	Advanced Case Studies from Physician-Based Health Records	1-50
11	3	HCPCS Level II Coding	1-50
12	10	Coding Challenge	1-55

WEEKLY REFLECTION

A weekly reflection shall be maintained for students to reflect on learning experiences. The structure of the reflection 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 reflections 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.

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INTERVIEW ASSIGNMENT

Instructions: As you complete your capstone, 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?

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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 1-50.
3. **Schanhals Text:** Read chapters 1-3, pages 9-3. Complete the "Do This" activities on pages 22, 25, and 27. Submit the Self Assessment PDF files to the dropbox.
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?

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.

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2. **Clinical Coding Workout Text:** Complete chapter 1 part 2, exercises 51-100.
3. **Schanhals Text:** Read chapters 4-8. Complete the “Do This” activities. Submit the Self Assessment PDF files to the dropbox.
4. **Weekly Reflection.**

Week Three

Objectives:

Upon completion of this week's assignments, the student will be able to:
Network with other students as preparation for transition from student to practicing professional.

1. Explore benefits of professional organization membership
2. 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 1-50.
3. **Schanhals Text:** Read chapter 9. Complete the “Do This” activities. Submit the Self Assessment PDF files to the dropbox.
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

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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 1-50.
3. **Schanhals Text:** Read chapters 10-12. Complete the "Do This" activities. Submit the Self Assessments to the dropbox.
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 1-50.
3. **Schanhals Text:**
 - Complete Case Study CL04 UTI Self Pay on pages 169-172.
 - Complete Case Study CL05 Left Ear Pain Blue Cross/Blue Shield of Michigan on pages 173-176.
 - Complete Case Study CL06 Abdominal Pain Medicare/Tricare on pages 177-180.
4. **Weekly Reflection.**

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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 51-100.
3. **PPE Interview.**
4. **Thank you note.**
5. **Midterm exam.**
6. **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. **Schanhals Text:**
 - Complete Case Study EH51 Annual Physical – Employee Health on pages 181-183.
 - Complete Case Study EH52 Drug Screen Only – Employee Health on pages 185-187.
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 cases 1-50 in chapter 8.
3. **Schanhals Text:**
 - Complete Case Study WC71 Laceration Right Little Finger Workers Compensation on pages 189-192.
 - Complete Case Study WC72 Lower Back Pain Workers Compensation on pages 193-196.
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

- **Discussion:** This week, I would like each of you to share something that you learned in your capstone, 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.

- **Clinical Coding Workout Text:** Complete exercises 1-50 in chapter 6.
- **Schanhals Text:**
 - Complete Case Study PO11 Sore Throat and Cough - Humana on pages 197-200.
 - Complete Case Study PO12 Sports Physical - Guarantor on pages 201-203.
- **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.

- **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.

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- **Clinical Coding Workout Text:** Complete exercises 1-50 in chapter 9.
- **Schanhals Text:**
 - Complete Case Study ED21 MVS – Multiple Injuries - Cigna on pages 205-208.
 - Complete Case Study ED22 Dog Bite Left Arm - Aetna on pages 209-212.
- **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.

- **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?
- **Clinical Coding Workout Text:** Complete exercises 1-50 in chapter 3.
- **Schanhals Text:**
 - Complete Case Study NSF1 Non-sufficient Funds on pages 213-215.
 - Complete Case Study CAG1 Collection Agency on pages 217-219.
 - Complete Case Study BDW1 Bad Debt Writeoff on pages 221-223.
- **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.

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Assignments – Due before midnight on Sunday, Day 7.

1. **Clinical Coding Workout Text:** Complete chapter 10.
2. **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.