NORTHEAST TEXAS COMMUNITY COLLEGE

Coding and Reimbursement Methodologies
HITT 2435.88 Online
Summer 2024

COURSE SYLLABUS

Instructor: Mrs. Shannon Peoples
Classroom: Online

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Course Description

This course consists of advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement.

Textbooks: **3-2-1 Code It! Green, M.A., Cengage. 10th ed.**
MindTap through Cengage (included with Textbook)

Course Learning Objectives

Upon successful completion of this course, the student should be able to:

- Define key terms related to each chapter.
- Describe the content of each section of the ICD-10-CM Official Guidelines for Coding and Reporting
- Explain HIPAA's impact on the adherence to ICD-10-CM Official Guidelines for Coding and Reporting
- Explain and list differences among acute care inpatient settings
- List and explain the differences between outpatient and physician office health care settings
- Define and list HCPCS levels and their components
- Define and list the purpose of CPT codes and modifiers to cases.
- Explain the various types of reimbursement methodologies.
- Explain the general medical billing process.
- Explain the general adjudication process
- Identify and provide examples of third-party payers
- Explain aging reports.
- Explain the components of healthcare reform, as delineated in the Affordable Care Act.

- Complete the objectives for each chapter covered in this course.

Course Policies

To ensure you have all key information available to you off-line, it is highly recommended that you print the syllabus for your reference.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions, and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1
Tuesday – Day 2
Wednesday – Day 3
Thursday – Day 4
Friday – Day 5
Saturday – Day 6
Sunday – Day 7

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises within the MindTap Learning Platform and class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The MindTap Learning Platform will be used for the majority of assignments in this course. The platform contains different learning tools that include videos, homework assignments, quick checks, and tests.
2. Weekly discussion questions.
3. NHA study guide exercises for preparation for the Certified Billing and Coding Specialist exam (coding students only)
4. Additional articles, lectures, and video demonstrations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, there will be an "announcement" that will appear when you enter BlackBoard. There are **NO** make-up exams, and I do

NOT accept late assignments! All assignment due dates are listed in the course calendar and under the description of the actual assignment in the weekly learning module. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family or a hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension. Technology issues are not valid reasons for missing deadlines. Course weeks close on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Grading:

DQ's	25%
Weekly MindTap Assignments	35%
Final Capstone Project	40%

Grading Scale:

The grading scale of all evaluations combined will be the following:

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	**=**	**F**

** A minimum of a "C" is required to pass this course.

Drop Policy: The last day to drop with a grade of "W" is **Thursday, July 31, 2025.**

Grades will be posted online under the **"Gradebook" tab** in Blackboard. Grades should be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you may not receive grades on that assignment until Day 7 of Week 4. MindTap grades will automatically be posted to your grade book after you have submitted the assignment. If they do not, please let me know so I can manually enter them. I do review the MindTap assignments for computer errors and may award credit for answers that I feel are correct.

I will log in to the course at least 3 times during the week to monitor the weekly **Discussion** area. Feedback will be provided in the **Discussion** area and/or in the **Announcements**. Requests for more specific feedback may be made in the

Discussion area or in the **Ask the Instructor** forum. I will respond to at least one main post each week, but I may not respond to all posts. If you feel you are not receiving enough feedback, you are strongly encouraged to contact me and ask for more specific feedback via email.

Academic Dishonesty:

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under **"START COURSE HERE"**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.

Online Communication:

Since this is an online course and we do not interact face-to-face, <u>good communication within the online environment is essential.</u> Please read "The Core Rules of Netiquette" posted under **"START COURSE HERE."**

If you have any questions regarding course content or questions related specifically to the class, please post them in the **"Ask the Instructor Forum"** found in the "**DISCUSSIONS" tab.** Please take advantage of this forum as all students could benefit from the discussion. **If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me**. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post an "**Announcement"** that will display when you enter BlackBoard.

It is important to always check your **BlackBoard Messages, the Discussions** area, and the **Ask the Instructor** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you, or I may have provided information, in general, to assist you in your work.

Private e-mailing between student and instructor via the **Blackboard Messages** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Introductions forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:
Please ensure that you navigate through the entire course, so you are aware of the location of course materials, email, gradebook, etc. It is your responsibility to ensure your knowledge of the BlackBoard system. If you have any questions, please post in the "**Ask the Instructor Forum**," or you can contact NTCC's Tech Support using the link provided in the **START COURSE HERE** folder

Internet Connection Issues:
Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, "my dog ate my computer" is not a valid excuse. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. Since we are using Cengage MindTap learning platform for this course, Information for technology requirements is also found in the **START COURSE HERE** folder. If you have problems with MindTap connectivity, **please contact Cengage tech support.** Information for Cengage tech support is provided in the START folder as well.

Course Materials and Assignments:
Along with your textbooks for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required during this course:

Discussion Questions (DQs): You will have one DQ due each week that is worth 25 points. Grading is based on the DQ rubric located in the "Discussion Rubric" provided in the **START COURSE HERE** folder. Please post your initial response by Day 3 (Wednesday), and your two peer responses and instructor response are due by Day 7 (Sunday). You must post on at least three separate days of the week to receive credit for participation. The minimum word count for initial posting is 50 words and minimum word count for peer responses is 25 words. **Make sure that you research your answer and cite and reference your work using APA (preferred) formatting.** Answers must be thought-provoking or ask a question regarding the content of the post. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, the use of citation and referencing, and punctuation as correct use of written communication is important. I have posted basic information for use of APA formatting under the "START COURSE HERE" folder. However, if you are more comfortable using a different reference formatting such as MLA, that will be acceptable.

MindTap Assignments: There are several activities within the MindTap learning platform that will aid with completing the objectives for this course. Not all activities are counted toward your grade, but I would suggest that you complete them to help with the learning process. Those assignments that will count toward your course grade include:

Weekly Chapter Activities: There are Apply Yourself/Test Yourself exercises covering each of the assigned chapters found within the MindTap learning platform. All Apply Yourself/Test Yourself assigned for each week are due on Day 7 of each week at 11pm.

Medical Coding Students Only: Online Study Guide and Practice Tests for the Certified Billing and Coding Specialist (CBCS) exam are available through the NHA (National Health Career Association).

****There are no make-ups for any activities or assignments, and I do not accept late work unless prior arrangements have been made.**

Written Final Project: This project is for **Healthcare Management students** in lieu of the certification exam and will be administered the last week of class. Additional information regarding the final will be posted in the last week of class. **There is NO MAKE UP for the final project.**

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a college counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1

Tobacco Use

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:
1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:
1. Personal vehicles
2. Designated smoking huts on the west side of campus.

Chapter Objectives

Chapter 2
1. Define key terms related to the introduction of ICD-10-CM coding and coding conventions.
2. Explain the purpose of assigning ICD-10-CM codes.
3. Locate main terms for diagnostic statements using the ICD-10-CM Index to Diseases and Injuries.
4. Assign diagnosis codes using the ICD-10-CM Index to Diseases and Injuries and the ICD-10-CM Tabular List of Diseases and Injuries.
5. Explain the purpose of ICD-10-CM official guidelines for coding and reporting.
6. Use general equivalence mappings (GEMs) as part of the ICD-9-CM legacy coding system.
7. Assign diagnosis codes according to ICD-10-CM coding conventions.
8. Assign diagnosis codes according to general ICD-10-CM diagnosis coding guidelines.

Chapter 5
1. Define key terms related to ICD-10-CM outpatient and physician office coding.
2. Explain the differences among outpatient and physician office health care settings.
3. Assign ICD-10-CM diagnosis codes according to outpatient coding and reporting guidelines.

Chapter 7
1. Define key terms related to ICD-10-CM and ICD-10-PCS inpatient hospital coding.
2. Explain the differences among acute care inpatient settings.
3. Interpret inpatient diagnosis coding guidelines when assigning ICD-10-CM codes.
4. Interpret inpatient procedure coding guidelines when assigning ICD-10-PCS codes.
5. Assign ICD-10-CM and ICD-10-PCS codes for acute care inpatient hospital cases.

Chapter 6
1. Define key terms related to the introduction of ICD-10-PCS coding, conventions, and guidelines.
2. Explain an overview of the ICD-10-PCS classification system.
3. Locate main terms for procedure statements using the ICD-10-PCS index.
4. Construct procedure codes using ICD-10-PCS tables.
5. Explain the intent of *ICD-10-PCS Official Guidelines for Coding and Reporting*.
6. Interpret ICD-10-PCS coding conventions to assign codes.
7. Interpret ICD-10-PCS section coding guidelines to assign codes.

Chapter 8
1. Define key terms related to HCPCS Level II coding.
2. Provide an overview about the use of HCPCS codes.
3. List the HCPCS Levels and their components.
4. Assign HCPCS Level II procedure and services codes for outpatient care.
5. Determine payer responsibility based on HCPCS Level II code assignment.

Chapter 9
1. Define key terms related to the introduction of CPT coding.
2. Identify key dates and events in the history of CPT.
3. Provide an overview about CPT.
4. Explain the organization of CPT.
5. Apply CPT index rules and conventions to identify main terms, subterms, qualifiers, cross-references, and code ranges.
6. Describe the types of codes included in each of the CPT appendices.
7. Interpret CPT symbols.
8. Summarize the contents of CPT sections, subsections, categories, and subcategories.
9. Add CPT modifiers to codes.
10. Describe how the National Correct Coding Initiative impacts CPT code assignment**.**

Chapter 10
1. Define key terms related to the CPT Evaluation and Management section.
2. Explain the organization of the CPT Evaluation and Management section.
3. Interpret CPT Evaluation and Management section guidelines.
4. Select CPT Evaluation and Management levels of service for documented patient care.
5. Assign CPT Evaluation and Management service codes and modifiers.

Chapter 20
1. Define key terms related to insurance and reimbursement.
2. Describe the types of third-party payers.
3. Describe the types of health care reimbursement systems, including payment systems, fee schedules, exclusions, case-mix analysis, severity of illness and intensity of services systems, physician documentation for medical necessity of Medicare Part A hospital inpatient admissions, and critical pathways.
4. Describe the impact of HIPAA on health care reimbursement related to health care access/portability/renewability, preventing health care fraud and abuse, administrative simplification, and medical liability reform.