Coding & Classification (HITT 1341 2A1)

CREDIT
3 Semester Credit Hours (2 hours lecture, 4 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
HITT 2330, HITT 1301, BIOL 2301 & 2302 with a "C" or better. Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

COURSE DESCRIPTION
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. This course is time-bound, structured, and completed totally online.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:
1. Apply nomenclatures and classification systems.
2. Assign diagnosis codes (ICD-10-CM)

INSTRUCTOR CONTACT INFORMATION

Instructor:	Deborah Cross
Email:	dlcross@lit.edu
Office Phone:	409.504.3624
Office Location:	Virtual via Collaborate
Office Hours:	By Appointment Only

REQUIRED TEXTBOOK AND MATERIALS
1. ICD-10-CM and ICD-10-PCS Coding Handbook, without Answers, 2023; Rev. Ed. By Nelly Leon-Chisen, ISBN-13: 978-1556484742; ISBN-10: 1556484747
2. 2023 ICD-10-CM for Hospitals with Guidelines, Spiral ISBN: 9781622548262, Optum 360
3. Computer with internet access

ATTENDANCE POLICY
Students must log onto Blackboard and access this course a minimum of three times per week.

DROP POLICY

Approved: SW/01.13.23

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT
For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1.30.23 Monday	Intro to Coding and How to Use Coding Books, Textbook and 3M Encoder	PowerPoints	Review Netiquette Review Syllabus Review Textbook Information Discussion 1
2.6.23 Monday	Introduction to the ICD-10-CM Classification ICD-10-CM Conventions	PowerPoints Chapter 1 Chapter 2	Ch. 1 – 2 Exercises Week 2 Assignment
2.13.23 Monday	Uniform Hospital Discharge Data Set The Medical Record as a Source Document	PowerPoints Chapter 3 Chapter 4	Week 3 Assignment
2.20.23 Monday	Basic ICD-10-CM Coding Steps Basic ICD-10-CM Coding Guidelines	PowerPoints Chapter 5 Chapter 6	Week 4 Assignment
2.27.73 Monday	Z Codes and External Cause of Morbidity Codes Symptoms, Signs, and Ill-Defined Conditions	PowerPoints Chapter 11 Chapter 12	Ch. 11 – 12 Exercises (diagnoses only) Week 5 Bonus Assignment
3.6.23 Monday	Exam 1 (Ch. 1 – 6, 11 – 12)		Exam 1

3.21.23 Tuesday	Infectious and Parasitic Diseases Endocrine, Nutritional, and Metabolic Diseases	PowerPoints Chapter 13 Chapter 14	Exercises 13.1 - #2, 6, 7, 12, 13 13.2 - #1 – 5, 10 14.1 – (odd number) 14.2 - #2 – 4 14.3 - #4, 8, 9 (diagnosis codes only Discussion 2 Week 7 Assignment
3.27.23 Monday	Mental Disorders Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism	PowerPoints Chapter 15 Chapter 16	Exercises 15.1 - #(odd number only) 15.2 - #1, 3, 5 15.3 - #2 – 7 16.1 - #1 – 2 16.2 - #1 – 2 16.3 – skip 16.4 - #2, 4, 5 16.5 - #1, 4 Week 8 Bonus Assignment
4.3.23 Monday	Diseases of the Nervous System and Sense Organs Diseases of the Respiratory System	PowerPoints Chapter 17 Chapter 18	Exercises 17.1 - # 1, 5. 17.2 - odd number only 17.3 - #2, 5. 17.4 – skip 17.5 – skip 17.6 - #1, 2 17.7 - #3, 4 17.8 - #5, 6 18.1 - #3, 4, 5, 8. 18.2 - #3-8 18.3 - #7, 11 Week 9 Assignment
4.10.23 Monday	Diseases of the Digestive System Diseases of the Genitourinary System	PowerPoints Chapter 19 Chapter 20	Exercises 19.1 - #2, 4 19.2 - #1, 5-7 19.3 - #1-3 19.4 - #1, 5 20.1 - #3, 6 20.2 - skip 20.3 - skip 20.4 - #1, 4, 7, 8, 16 Week 10 Assignment
4.17.23 Monday	Diseases of the Skin and Subcutaneous Tissue Diseases of the Genitourinary System	PowerPoints Chapter 21 Chapter 22	Exercise 21.1 - #11, 12, 15,16 22.1 - #4, 5 22.4 - #8, 11, 12 (diagnoses only).

4.17.23 Monday	Exam 2 (Ch. 13 – 22)		Exam 2
4.24.23 Monday	Complications of Pregnancy, Childbirth, and the Puerperium Abortion and Ectopic Pregnancy Congenital Anomalies Perinatal Conditions	PowerPoints Chapter 23 Chapter 24 Chapter 25 Chapter 26	Exercises: 23.1 – skip 23.2 – skip 23.3 – skip 23.4 - #1, 2, 5, 6,10 23.5 - skip 23.6 – skip 23.7 - skip 23.8 - #3, 12 24.1 - #2,3 24.2 – skip 24.3 - #4, 5, 11 25.1 - #5, 6, 13, 17 26.1 - #2, 3, 4, 9 Week 12 Assignment
5.1.23 Monday	Diseases of the Circulatory System Neoplasms	PowerPoints Chapters 27 Chapters 28	Exercises: 27.1 - #1-3, 7 27.2 - skip 27.3 - #1-3 27.4 - #1-2 27.5 - #1, 4 27.6 - #1-4 27.7 - skip 27.8 – skip 27.9 – skip 28.1 - #1, 3, 5 28.2 - #1, 3, 5 28.3 - #1, 3, 5 28.4 – skip 28.5 - #1-10 28.6 - #3,4,5,7 28.7 - skip 28.8 – skip Week 13 Assignment
5.8.23 Monday	Injuries Burns Poisoning, Toxic Effects, Adverse Effects, and Underdosing of Drugs Complications of Surgery and Medical Care	PowerPoints Chapter 29 Chapter 30 Chapter 31 Chapter 32	Exercises 29.1 - 29.2 - #1, 6, 7 29.3 – skip 29.4 - #1, 2 29.5 - skip 29.6 – skip 29.7 - #12 30.1 - #3, 5, 8 31.1 - #1-5. 31.2 – skip

			31.3 – skip
			32.1 - #1, 3
			32.2 - #2
			32.3 - #1, 7
			32.4 - #2
			32.5 - #5, 8
			Week 14 Assignment
5.8.23 Monday	**Final Exam (Ch. 23 – 32)**		**Final Exam**

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Discussions/Participation	20%
Course assignments/Labs	20%
Unit Exams (2)	45%
Comprehensive Final Exam	15%

GRADE SCALE

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

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed

disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/REQUIREMENTS
1. Students must provide their own textbooks, writing instruments, and other necessary supplies for classes.
2. All exams will be taken on scheduled dates.
3. All assignments are due when stated.
4. If there is an extenuating circumstance, please reach out to the instructor for establishing a plan of action on making up the missed assignment/exams. Extenuating circumstances will be determined on an individual case-by-case basis .
5. Students can complete this course without physically visiting the institution offering the course.
6. The student will post discussions as instructed along with any other assignments instructed to complete.
7. The student will search for current related topics and submit them as part of assignment/discussion.
8. The student will complete online quizzes and unit exams by the due dates shown on the course calendar.
9. The student will complete the comprehensive final exam at the posted time.
10. Students must respect one another and all faculty.

11. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
12. Cheating of any kind will not be tolerated.
13. Students are expected to follow the Lamar Institute of Technology Code of Conduct and Disciplinary Policy
14. Any violation of classroom policies may result in student being asked to leave class and result in an absence.
15. The instructor will respond to e-mail and voice mail communication within 24 hours Monday through Friday with the exception of weekends, holidays, and if out of the office due to training/sickness.
16. Assignment grades will be published within 1 week of the assignment due date.

FAQs

1. **How quickly are assignments graded in this class?**

   Assignments are graded usually within two weeks.

2. **How do I know what grade I made on an assignment?**

   Assignment grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments that are made regarding that assignment.

3. **How do I study for exams?**

   Utilize your module assignments/quizzes/study guides in preparation for your module exams and the comprehensive final exam.

   You can access them through My Grades on Blackboard. My suggestion is to print the assignments out to use as study references. (If it won't allow you to print them, copy and paste the questions and answers into a word document, save it, and print it out that way).

4. **What time are my assignments/exams/discussions due?**

   All assignments, labs, quizzes, exams, and discussions are due at 11:59 PM on the due date listed.