Coding & Classification

(HITT 1341) – Spring 2025

CREDIT
3 semester credit hours (2 hours lecture, 4 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE:
HPRS 2301, HITT 1249, HITT 1305, HITT 1301, BIOL 2301 and BIOL 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 the course, the student should be able to:
1. Apply nomenclatures and classification systems.
2. Assign diagnosis codes (ICD-10-CM).

Refer to the AHIMA Entry-Level Competency Matrix appended to the syllabi for a list of Domains and Competencies met within the HIT curriculum.

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, 2025
Author: AHA Central Office ISBN: 9781556485060 (Print version) or ePUB & PDF version ISBN: 9781556485084

2. <u>2025 ICD-10-CM for Hospitals with Guidelines,</u> Spiral ISBN: 9781622549399
   https://www.optumcoding.com/product/61369/essential-code-sets/icd-10-cm/
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
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	ASSIGNMENTS (Due on this Date)
Module 1 Week 1	Intro to Coding, How to use Coding Book, Textbook and 3M Encoder.	Read: How to Use This Handbook Pages XII-XIII from Textbook and Review PowerPoint Slides	Discussion 1: Due 2/3/25
Week 2	Chapter 1. Introduction to the ICD-10-CM Classification and Chapter 2. ICD-10-CM Conventions	Read Chapters 1 and 2 pages 3-22 in Textbook and Do Exercises in Chapter 2 for practice and Review PowerPoint Slides	Week 2 Assignment on Chapters 1 and 2 Due 2/10/25
Week 3	Chapter 3. Uniform Hospital Discharge Data Set Chapter 4. The Medical Record as a Source Document	Read Chapters 3 and 4 pages 23-40 in Textbook and Review PowerPoint Slides	Week 3 Assignment on Chapters 3 and 4 Due 2/17/25
Week 4	Chapter 5. Basic ICD-10-CM Coding Steps and	Read Chapters 5 and 6 pages 41-60 in	Week 4 Assignment on Chapters 5 and 6 Due 2/24/25

	Chapter 6. Basic ICD-10-CM Coding Guidelines (Note: Skip Chapters 7-10; ICD-10-PCS will be discussed in HITT 2246 Summer)	Textbook and Review PowerPoint Slides. Do Exercises in Chapter 5 and 6 for Practice.	
Week 5	Chapter 11. Z Codes and External Cause of Morbidity Codes And Chapter 12. Symptoms, Signs, and Ill-Defined Conditions **Exam 1**	Read Chapters 11 and 12 pages 125-146 in Textbook and Review PowerPoint Slides. Do Exercises in Chapters 11 and 12 for Practice.	Exam 1: Due 3/3/25
Module 2 Week 6	Chapters 13. Infectious and Parasitic Diseases and 14. Endocrine, Nutritional, and Metabolic Diseases. Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 13 and 14 pages 147-178 in Textbook and Review PowerPoint Slides. Do Exercises (diagnoses only) 13.1 # 2, 6, 7, 9, 12 and 13 and 13.2 on #1-5 and # 10. for practice. Exercises: 14.1 # 1, 3, 5, 6 and 7; 14.2 (# 2-4) and 14.3 # 4, 7, 8, 9 and 12 (diagnosis codes only) for Practice.	Week 6: Assignment on Chapters 13 and 14 Due 3/17/25 Discussion 2: Due 5/12/25
Week 7	Chapter 15. Mental Disorders And Chapter 16. Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 15 and 16 pages 179-210 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only) 15.1 #1-4. 15.2 # 1, 3 and 5. 15.3 (#2-7) and skip 15.4 for practice. Exercises: 16.1 # 1-2, 16.2 (# 1-2), 16.3 (skip), 16.4 # 2, 4 and 5 and 16.5. (#1 and 4) for Practice.	Week 7 Bonus Assignment on Chapters 15 and 16 Due 3/24/25. It will be added to Exam 2.
Week 8	Chapter 17. Diseases of the Nervous System and Sense Organs And Chapter 18. Diseases of the Respiratory System	Read Chapters 17 and 18 pages 211-252 in Textbook and Review PowerPoint Slides. Do Exercises	Week 8 Assignment on Chapters 17 and 18 Due 3/31/25

	Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	(Diagnoses only) 17.1 # 1 AND # 5. 17.2: odd number exercises. 17.3 # 2 and 5. Skip 17.4 and 17.5. Do 17.6 # 1 and 2. 17.7 # 3 and 4. 17.8: # 5 and 6 for practice. Exercises 18.1: # 1-6; 18.2: # 1-8; 18.3 # 2, 7, 11 and 13 for practice.	
Week 9	Chapter 19. Diseases of the Digestive System And Chapter 20. Diseases of the Genitourinary System Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 19 and 20 pages 253-296 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only) 19.1: #1-4.; 19.2: #1-7; 19.3: #1-5; 19.4: # 1-6 for Practice. Exercises: 20.1: #1-6; 20.2: #1-4, 20.3: #1-3; 20.4: #1-8 for practice.	Week 9 Assignment on Chapters 19 and 20 Due 4/7/25
Week 10	Chapter 21. Diseases of the Skin and Subcutaneous Tissue and Chapter 22. Diseases of the Musculoskeletal System and Connective Tissue Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS. **Exam 2**	Read Chapters 21 and 22 pages 297-328 in Textbook and Review PowerPoint Slides. Do Exercise 21.1: #3, 11, 12, 15-17. for practice and Exercises 22.1 #2-5; Skip 22.2; 22.3: #1; 22.4: #3, 8, 11 and 12 (diagnoses only) for Practice.	Exam 2 Due 4/14/25
Module 3 Week 11	Chapter 23. Complications of Pregnancy, Childbirth, and the Puerperium Chapter 24 Abortion and Ectopic Pregnancy Chapter 25. Congenital Anomalies and Chapter 26. Perinatal Conditions Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 23-26 pages 329-402 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only): 23.1 #1-4; 23.2 #1-7; 23.3 #1-4; 23.4 #1-6 and 10; Skip: 23.5, 23.6 #1, 23.7 #1-2. 23.8 # 1-3, 7-9 and 13	Week 11 Assignment on Chapters 23-26 Due 4/21/25

		for practice. Exercises: 24.1 #1-5; 24.2 # 1 and 3; 24.3 # 1, 3, 5, 7, 9, and 11 for practice. exercises 25.1 # 3, 4, 6, 13, 16 and 17 for practice. Exercises 26.1 #1-6, 9 and 12 for practice.	
Week 12	Chapter 27. Diseases of the Circulatory System and Chapter 28. Neoplasms Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 27 and 28 pages 403-498 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only): 27.1 # 1-7; 27.2 # 1-2; 27.3 #1-5; 27.4 #1-5; 27.5 #4-6; 27.6 #1-4; skip 27.7, 27.8 and 27.9. Exercises: 28.1 #1-7; 28.2 #1-3; 28.3 #1-6; 28.4 #1-3; 28.5 #1-7; 28.6 #1-3 and 5-7; 28.7 #1-3; 28.8 #3-10 for practice.	Week 12 Assignment on Chapters 27 and 28 Due 4/28/25
Week 13	Chapter 29. Injuries and Chapter 30. Burns Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS.	Read Chapters 29 and 30 pages 499-538 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only) 29.1, 29.2 # 1, 6, 7 and 9; skip 29.3; 29.4 #1 and 2; 29.5 skip; 29.6 skip and 29.7 # 12. Exercises: 30.1 # 3, 5 and 8 for Practice.	Week 13 Assignment on Chapters 29 and 30 Due 5/5/25
Week 14	Chapter 31. Poisoning, Toxic Effects, Adverse Effects, and Underdosing of Drugs and Chapter 32. Complications of Surgery and Medical Care Note: Review Diagnosis Coding only (ICD-10-CM); skip ICD-10-PCS. Exam 3	Read Chapters 31 and 32 pages 539-570 in Textbook and Review PowerPoint Slides. Do Exercises (Diagnoses only) 31.1 # 1-5. 32.1 #1, 3, and 5; 32.2 #2 and 5; 32.3 #1 and 7; 32.4 # 2	Exam 3 on Module 3 Due 5/12/25.

		and 4; 32.5 #5, 8, 12 and 15 for Practice.	

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

Discussions/Participation (2)	20%
Course assignments (8)	35%
Unit Exams (3) plus 1 bonus assignment	45%

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

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.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

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 one week.

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.