

## Practicum II (HITT 2167)-Fall 2023

### CREDIT

2 semester credit hours (0 hours lecture, 16 hours lab)

### MODE OF INSTRUCTION

Online

**PREREQUISITE:** HITT 2266

**CO-REQUISITE:** HITT 2335

### COURSE DESCRIPTION

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. *This course is time-bound, structured, and completed online*

### COURSE OBJECTIVES

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

1. Review coding department policies and procedures
2. Use CPT, ICD-10-CM and ICD-10-PCS Coding Books proficiently
3. Utilize an encoder to assign codes
4. Select appropriate principle and secondary diagnosis and procedure codes with 90% accuracy.
5. Code records using CPT with 90% accuracy
6. Attend coding in-service meetings (if available)

*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:	Tena Cobb
Email:	tmcobb@lit.edu
Office Phone:	409.247.0328
Office Location:	Virtual via Collaborate
Office Hours:	By Appointment Only



**LAMAR INSTITUTE  
OF TECHNOLOGY**

Instructor: Deborah Cross

Email: [dlcross@lit.edu](mailto: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-10: 1556484747 (Note: same textbook used in HITT 1341)
2. 2023 ICD-10-PCS Expert (Spiral) ISBN: 9781622548385  
<https://optumcoding.com/product/60894/essential-code-sets/icd-10-pcs/>
3. *CPT-4 Professional Edition* 2023 Edition ISBN-13: 9781640162136 by AMA
4. *Basic Current Procedural Terminology and HCPCS Coding* 2021 Edition by Gail I. Smith, MA, RHIA, CCS-P; Published by AHIMA, Product Code: AC200621  
ISBN-13: 9781584268253 (Note: There is no 2023 Edition; we will use 2021 Edition)
5. 2023 ICD-10-CM for Hospitals with Guidelines, Spiral ISBN: ISBN: 9781622548262 Optum360.
6. 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)
<b>Module</b> Week 1 <b>Due</b> <b>10/24</b>	ICD-10-CM diagnosis emergency room and outpatient coding.	N/A	Journal and Lab Assignment
Week 2 <b>Due</b> <b>10/31</b>	ICD-10-CM inpatient diagnosis coding.	N/A	Journal and Lab Assignment
<b>Week 3</b> <b>Due 11/7</b>	ICD-10-PCS inpatient procedural coding.	N/A	Journal and Lab Assignment
Week 4 <b>Due</b> <b>11/14</b>	Present on Admission, ICD-10-CM, and ICD-10-PCS inpatient coding.	N/A	Journal and Lab Assignment
Week 5 <b>Due</b> <b>11/21</b>	CPT Coding	N/A	Journal and Lab Assignment
Week 6 <b>Due</b> <b>11/28</b>	ICD-10-CM, CPT coding and modifiers.	N/A	Journal and Lab Assignment
Week 7	Final Collaborate Meeting	N/A	None

**Course Evaluation:**

Final grades will be calculated according to the following criteria:

Weekly Journals	15%
Time Cards	25%
Objective Sheets	20%
Student Evaluation	10%
Site Supervisor/Instructor Evaluation	30%

**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](mailto: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](http://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.