

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: HIM 1224

COURSE TITLE: ICD-9-CM Coding and Lab

PREREQUISITE(S): HIM 1435

COREQUISITE(S): None

CREDIT HOURS: 3

CONTACT HOURS/WEEK: 3

CONTACT HOUR BREAKDOWN:

Lecture/Discussion:

Laboratory:

Other Lecture/lab: 3

FACULTY WORKLOAD POINTS: 3

STANDARDIZED CLASS
SIZE ALLOCATION: 24

CATALOG COURSE DESCRIPTION:

This course provides an introduction to diagnosis and procedure coding using ICD-9-CM and includes both manual and computer-based practice.

SUGGESTED TEXT(S): Brown, Faye, ICD-9-CM Basic Coding Handbook. Chicago, IL: American Hospital Association, current edition.

International Classification of Diseases - Clinical Modification (volumes 1, 2, & 3). Various publishers, current edition.

IMPLEMENTATION DATE: Fall Term, 2002 (20031)

REVIEW OR MODIFICATION DATE: Spring Term, 2006 (20062)
Fall Term, 2008 (20091) - Outline Review Process 2007

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

<ul style="list-style-type: none"> I. Overview of ICD-9-CM Coding <ul style="list-style-type: none"> A. Brief Introduction and Overview of the Course B. Definitions and Brief History <ul style="list-style-type: none"> 1. Nomenclatures 2. Classification Systems 3. Coding C. Reasons and Purposes of Coding D. The Role of the Coder E. Coding Certifications F. Ethical Problems in Coding <ul style="list-style-type: none"> 1. AHIMA Standards of Ethical Coding G. Quality of Coded Data <ul style="list-style-type: none"> 1. Importance of Accuracy 2. NCCI: National Correct Coding Initiative 3. HIPAA: Health Insurance Portability and Accountability Act of 1996 <ul style="list-style-type: none"> a. Fraud and Abuse b. Qui Tam Action c. Compliance Plan 4. Elements of Quality Coding <ul style="list-style-type: none"> a. Reliability b. Validity c. Completeness d. Timeliness H. Causes of Errors in Coding <ul style="list-style-type: none"> 1. Failure to Review Entire Record 2. Selection of Incorrect Principal Diagnosis 3. Selection of Incorrect Code 4. Coding Diagnoses or Procedures Not Validated by Record Content 5. Clerical Errors in Database or on Bill I. The Future and ICD-10 	4
<ul style="list-style-type: none"> II. .. Format, Conventions, and Current Practices <ul style="list-style-type: none"> A. Introduction to the ICD-9-CM Classification <ul style="list-style-type: none"> 1. Volume 1: Tabular List of Diseases and Injuries 2. Volume 2: Alphabetic Index of Diseases and Injuries <ul style="list-style-type: none"> a. Alphabetizing Rules b. Index Tables 3. Volume 3: Tabular List and Alphabetic Index of Procedures 	5

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

- B. ICD-9-CM Conventions
 - 1. Instructional Notes
 - a. General Notes
 - b. Inclusion and Exclusion Notes
 - c. "Code First Underlying Condition"
 - d. "Use Additional Code"
 - 2. Abbreviations
 - a. NEC
 - b. NOS
 - 3. Cross-Reference Notes
 - a. "See"
 - b. "See Also"
 - c. "See Category"
 - d. "See Condition"
 - 4. Punctuation Marks
 - a. Parentheses
 - b. Square Bracket
 - c. Colons
 - d. Braces and Double Braces
 - 5. Relational Terms
 - a. "And"
 - b. "Due To"
 - c. "With"
- C. Uniform Hospital Discharge Data Set
 - 1. Data Items
 - a. Principal Diagnosis
 - b. Other Diagnoses
 - c. Reporting Guidelines for Other Diagnoses
 - d. Admitting Diagnosis
 - 2. Procedures
 - 3. Relationship of UHDDS to Outpatient Reporting
 - 4. Ethical Coding and Reporting
- D. The Medical Record as a Source Document
- E. Lab exercises for each of these principles

III. Basic Coding Guidelines

5

- A. Basic Coding Steps
 - 1. Locate the Code Entry in the Alphabetic Index
 - 2. Verify the Code Number in the Tabular List
 - 3. Coding Demonstrations

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

- B. Basic Coding Guidelines
 - 1. Use Both the Alphabetic Indexes and the Tabular Lists
 - 2. Assign Codes to the Highest Level of Specificity
 - 3. Assign Residual Codes as Appropriate
 - a. NEC: Not Elsewhere Classified
 - b. NOS: Not Otherwise Specified
 - 4. Assign Combination Codes When Available
 - 5. Assign Multiple Codes as Needed
 - a. Mandatory Multiple Coding
 - b. Discretionary Multiple Coding
 - c. Avoid Indiscriminate Multiple Coding
 - 6. Coding Unconfirmed Diagnoses as if Established
 - a. Rule Out vs. Ruled Out
 - 7. Acute, Subacute and Chronic Conditions
 - 8. Impending or Threatened Condition
 - 9. Late Effects
 - a. Locating Late Effects
 - b. Two Codes Required
 - 10. Late Effects vs. Current Illness or Injury
- C. Coding Guidelines for Operations and Procedures
 - 1. Uniform Hospital Discharge Data Set for Reporting Procedures
 - a. Principal Procedures
 - 2. Format and Organization
 - 3. Conventions
 - a. "Code Also"
 - 4. Locating Procedure Terms in the Alphabetic Index
 - a. Eponyms
 - b. Excision of Organ or Lesion
 - c. Bilateral Procedures
 - 5. Coding Operative Approaches and Closures
 - a. Laparoscopic and Thoracoscopic Approaches
 - b. Other Endoscopic Approaches
 - 6. Coding Biopsies
 - a. Closed Biopsy
 - b. Open Biopsy
 - 7. Coding Diagnosis-Related Procedures
 - 8. Coding Canceled Procedures
 - 9. Coding Incomplete Procedures
 - 10. Coding Shunt Procedures
 - 11. Coding Stent Insertions
 - 12. Stereotactic Radiosurgery
- D. Lab exercises for each of these principles

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

IV.	Supplementary Classifications: V & E Codes	5
	A. Using the Supplementary Classifications	
	B. Locating V Codes and E Codes	
	C. V Codes	
	1. Admission or Encounter for Aftercare Management	
	2. Admission for Follow-up Examination	
	3. Admission for Observation and Evaluation	
	4. Admission for Palliative Care	
	5. Special Investigations and Examinations	
	6. Screening Examinations	
	7. Codes Representing Patient History, Status, and Problems	
	8. V Code Table: Effective October 1, 2000	
	D. Lab exercises for each of these principles	
V.	Coding of Signs, Symptoms and Ill-Defined Conditions	5
	A. Signs and Symptoms as Principal Diagnoses	
	B. Signs and Symptoms as Additional Diagnoses	
	C. Abnormal Findings	
	D. Ill-Defined Conditions	
	E. Lab exercises for each of these principles	
VI.	Coding Diseases and Procedures	21
	A. Infectious and Parasitic Diseases	
	1. Organism vs. Site or Other Subterm	
	2. AIDS and Other HIV Infections	
	3. Lab exercises	
	B. Endocrine, Metabolic, and Nutritional Diseases and Immune-System Disorders	
	1. Diabetes Mellitus	
	2. Lab exercises	
	C. Mental Disorders	
	1. Mental Disorders	
	2. Substance Abuse	
	3. Psychotherapy and Substance Abuse Therapy	
	4. Lab exercises	
	D. Blood and Blood-Forming Organs	
	1. Anemias	
	2. Lab exercises	
	E. Nervous System and Sense Organs	
	1. Lab exercises	
	F. Respiratory System	
	1. Pneumonia	
	2. COPD: Chronic Obstructive Pulmonary Disease	
	3. Procedures	
	4. Lab exercises	

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

- G. Digestive System
 - 1. Diseases of the Biliary System
 - 2. Procedures
 - 3. Lab exercises
- H. Genitourinary System
 - 1. Procedures
 - 2. Lab exercises
- I. Skin and Subcutaneous Tissue
 - 1. Diseases
 - 2. Procedures
 - 3. Lab exercises
- J. Musculoskeletal System and Connective Tissue.Procedures
 - 2. Lab exercises
- K. Complications of Pregnancy, Childbirth, and the Puerperium
 - 1. Fifth-Digit Sub classification
 - 2. Outcome of Delivery
 - a. Normal Deliveries
 - b. V23 and V22
 - 3. Selection of Principal Diagnosis
 - 4. Procedures Assisting Delivery
 - 5. Abortion and Ectopic Pregnancy
 - 6. Congenital Anomalies
 - 7. Perinatal Conditions
 - 8. Lab Exercises
- L. Circulatory System
 - 1. Ischemic Heart Disease
 - a. Myocardial Infarction
 - 2. Angina Pectoris
 - 3. Heart Failure
 - 4. Cardiac Arrest
 - 5. Aneurysm
 - 6. Cerebrovascular Disorders
 - a. Hypertension
 - b. Hypertension Table
 - c. Hypertensive Heart and Renal Disease
 - d. Atherosclerosis of Extremities
 - e. V code status
 - 7. Procedures for the Circulatory System
 - 8. Lab Activities

CONTACT HOURS (continued)

COURSE TOPICS
PER TOPIC

M. Neoplastic Diseases

1. Behavior Classification
2. Basic Types of Malignant Neoplasms
3. Coding of Solid Malignant Neoplasms
4. Coding of Malignancies of the Hematopoietic and Lymphatic Systems
5. Sequencing Codes for Neoplastic Diseases
6. Coding for Admissions or Encounters for Follow-up Examinations
7. Lab exercises

N. Injuries, Burns, Poisoning, and Complications of Care

1. Injuries
 - a. Multiple Coding of Injuries
 - b. Sequencing of Injury Codes
 - c. External Causes of Injury: E Codes
2. Fractures and Procedures Related to Fractures
3. Burns
4. Poisoning and Adverse Effects of Drugs
5. Complications of Surgery and Medical Care
6. Lab exercises

PROGRAM TITLE: Health Information Management

COURSE TITLE: ICD- 9-CM Coding and Lab

AS HIM CIP NUMBER: 0317.050600

LIST PERFORMANCE STANDARD ADDRESSED:

Note: Only ICD-9-CM is taught in this course.

20.0 USE CLASSIFICATION SYSTEMS FOR HEALTH CARE INFORMATION--The student will be able to:

- 20.01 Trace the development of nomenclatures and classification systems.
- 20.02 Identify conventions and characters used in classification systems.
- 20.03 Follow existing procedures to code diagnoses and procedures (CPT and ICD-9-CM).
- 20.04 Perform DRG assignment.

LIST PERFORMANCE STANDARD ADDRESSED:

ATD Medical Coder/Biller CIP NUMBER:

0317.050603

Note: Only ICD-9-CM is taught in this course.

15.0 DEMONSTRATE PROFICIENCY IN USE OF ICD AND CPT CODING SYSTEMS, BOTH MANUAL AND AUTOMATED--The student will be able to:

- 15.01 Outline the development of nomenclatures and classification systems.
- 15.02 Identify conventions and characteristics used in coding.
- 15.03 Analyze and code diagnoses, procedures, and symptoms.
- 15.04 Demonstrate ability to code, classify, and sequence.
- 15.05 Explain the relationship of Diagnosis Related Groups (DRGs) and Ambulatory Patient Groups (APGs).
- 15.06 Identify the various external regulating agencies and their impact on the coding systems.
- 15.07 Use procedures for ensuring data quality.
- 15.08 Describe the process to annually update coding resources.

16.0 UTILIZE MEDICAL CODING REFERENCES--The student will be able to:

- 16.01 Use medical dictionaries.
- 16.02 Identify and use trade generic and chemical drug names utilizing reference sources.
- 16.03 Identify and use diagnostic test terminology.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: HIM 1224	SEMESTER CREDIT HOURS: 3
COURSE TITLE: ICD9-CM Coding and Lab	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input checked="" type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

<i>Section 5</i>	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
• Apply policies and procedures to ensure accuracy of health data.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Apply diagnosis/procedure codes using ICD-9-CM	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Apply procedure codes using CPT/HCPCS	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field
• Use established guidelines to comply with reimbursement and reporting requirements such as National Correct Coding Initiative.	Group discussions, oral presentations, written tests, reports, and/or demonstrate competency in the field

Section 6

Name of Person Completing This Form: Eudelia Thomas

Date: 11/15/2007