



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** HIMT 1303 Basic ICD Coding I

**Section ID:** 80494.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** WEB - Web Classes

**Catalog Course Description:** This course is a study of diagnosis coding and classifications systems used in classification and conditions, injuries and diseases employed to organize medical information for future retrieval. The current International Classification of Diseases is emphasized including its use of the prospective payment systems. Students will learn to apply Official coding Guidelines in health record coding. Other topics include Uniform Hospital International Discharge Data Set (UHDDS), reimbursement in prospective payment systems and introduction to procedure classification systems.

**Prerequisite or Corequisite Course(s):** HIMT 1300. F .

**Meeting Details:** TBD

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Eva Davis, MHA, RHIT

**Office Location:** TECH 106L (Morristown Campus)

**Office Hours:** By appointment Monday - Thursday

**Office Phone:** 423-318-2364

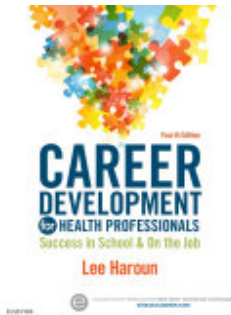
**Email:** Eva.Davis@ws.edu

**Supervisor Name:** Gail Winkler, MHIIM, RHIA

**Supervisor Phone:** 423-585-6990

**Secretary Phone:** 423-581-6981

### Required Textbook(s) and Materials



**Career Development for Health Professionals**

**ISBN:** 9780323311267

**Authors:** Lee Haroun

**Publisher:** Elsevier Health Sciences

**Edition:** 4th Edition

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available*

**ICD-10-CM Code Book 2023**

**Authors:** Ahima

**Additional Information**

This book can be purchased at a discount from AHIMA with your AHIMA Student Membership.

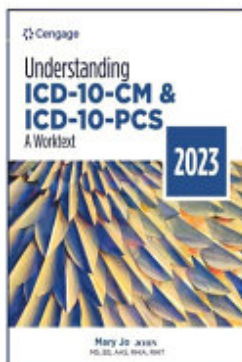
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**ICD-10-PCS Code Book 2023**

**Authors:** Ahima

**Additional Information**

This book can be purchased at a discount from AHIMA with your Student Membership.



**ICD-10-CM & ICD-10-PCS**

**Publisher:** Cengage

**Additional Information**

This course requires MindTap from Cengage. You should purchase Cengage Unlimited from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. [View this infographic](#) for step-by-step instructions. Visit [cengage.com/unlimited](https://cengage.com/unlimited) to learn more.

Cengage Unlimited:

- 4-month access / 9780357700006; \$124.99

- 12-month access / 9780357700013; \$189.99
- 24-month access / 9780357700020; 249.99

## Supplemental or Optional Materials

Supplementary or Optional Materials, Hardware, and Software Requirements	<p>Taber's Cyclopedic Medical Dictionary (w/2 Bind-in Acc), 24<sup>rd</sup> edition, publisher F. A. Davis</p> <p>Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you use Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.0, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher.</p>
Prerequisite Knowledge/Competencies	Students must be able to create Microsoft Word documents and/or save Word files to Rich Text Format (RTF); and use Internet and computer to navigate course content.
Optional: Suggested apps for this course, list the apps and the platform	None
General Education Course Designation	None

## Student Learning Outcomes/Objectives

- Course Outcomes

Student Learning Outcomes:

## Students will be able to:

1. Apply diagnosis codes according to the ICD-10-CM Official Guidelines for Coding and Reporting to select and code the principal diagnosis and code other diagnoses.
2. Analyze documentation to accurately assign diagnosis codes.
3. Demonstrate an understanding of UHDDS guidelines and importance of coding and classification as it relates to prospective payment systems.
4. Apply procedure codes according to the ICD-10-PCS Official Guidelines for Coding and Reporting to select and code the principal procedure and other procedures.

## Course Objectives:

### Students will be able to:

1. apply Official Guidelines for Coding and Reporting for ICD-10-CM and ICD-10-PCS as demonstrated through tests and homework at least with a minimum of points equal to 75% of the score of each test.
2. describe at least one method of surveillance checks to monitor accuracy of data/documentation.
3. identify relevant functions that relate to coding that must be coordinated with other departments within the healthcare facility.
4. differentiate ethical conduct and professional behavior after studying AHIMA's Code of Ethics and Career Development for Health Professionals.

## Entry Level Competencies for Health Information Management (HIM) Associate Degree Level

- Domain IV.1. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (Bloom's Level 3)

# Instructional Approach and Methods

## Instructional and Evaluation Methods:

1. Reading
2. Homework
3. Discussion postings
4. Quizzes/Tests

## Assessment, Evaluation and Testing Procedures

### Testing Procedures:

1. Online (Please note: Some quizzes/tests are stated in the course as being worth a certain number of points. Quizzes/tests may create the opportunity to earn additional points on the exam and be worth more than the stated amount of points.)

### Assessment of Points by Type

Type of Assessment	Number	Value	Possible Points
Discussions	12	10	120
Career Development Quizzes	2	20	40
Final Exam	1	100	100
MindTap Chapter Review (Auto Graded)	10	Varies	331
MindTap Coding Assignments	13	Varies	395
MindTap Chapter Review (Short Answer)	5	Varies	17
MindTap Case Study (some video)	13	Varies	50
MindTap Case Studies	13	Varies	110
MindTap Chapter Quizzes	19	25	475
<b>Total Points</b>			<b>1638</b>

## Grading Scale

A	1507 - 1638 points
B	1392 - 1506 points
C	1229 - 1391 points
D	1147 - 1228 points
F	1146 points or less

## Assignments

### Class Schedule

Module/Due Date (Mondays)	Reading Assignments Understanding ICD-10-CM and ICD-10 PCS: A Worktext	Homework/Tests/Quizzes
1 8/21/23 Zoom 6 - 8 pm	Orientation to Class Getting Started Chapter 1: Introduction to Coding and Coding Professions	Elearn: Discussion 1 MindTap: Chapter 1 Review Chapter 1 Review (Short Answer) Chapter 1 Quiz
2 8/28/23 Zoom 6 - 8 pm	Chapter 2: An Overview of ICD-10-CM Career Development Chapter 2	Elearn: Career Development Chapter 2 Quiz Discussion 2 MindTap: Chapter 2 Review Chapter 2 Review (Short Answer) Chapter 2 Quiz
9/04/23	Labor Day - College Closed	
3 9/11/23 Zoom 6 - 8 pm	Chapter 3: ICD-10-CM Coding Conventions	Elearn: Discussion 3 MindTap: Chapter 3 Review

		Chapter 3 Review (Short Answer) Chapter 3 Quiz
4 9/18/23 Online	Chapter 4: Steps in Diagnostic Code Selection	Elearn: Discussion 4 MindTap: Chapter 4 Review Chapter 4 Review (Short Answer) Chapter 4 Quiz
5 9/25/23 Online	Chapter 5: Diagnostic Code Guidelines	Elearn: Discussion 5 MindTap: Chapter 5 Review Chapter 5 Review (Short Answer) Chapter 5 Quiz
6 10/02/23 Zoom 6 - 8 pm	Chapter 27: Introduction to ICD-10-PCS Career Development Chapter 8	Elearn: Career Development Chapter 8 Quiz Discussion 6 MindTap: Chapter 27 Review Chapter 27 Quiz
10/09/23	Fall Break - No Class	
7 10/16/23 Online	Chapter 10: Mental, Behavioral, and Neurodevelopmental Disorders Chapter 37: Mental Health and Substance Abuse Treatment	Elearn: Discussion 7 MindTap: Chapter 10 Review Chapter 10 Coding Assignment Chapter 10 Video Case Study Chapter 10 Case Studies Chapter 10 Quiz Chapter 37 Chapter Review Chapter 37 Coding Assignment Chapter 37 Case Study Chapter 37 Case Studies Chapter 37 Quiz
8 10/23/23	Chapter 11: Diseases of the Nervous System Chapter 35: Imaging, Nuclear Medicine, and	Elearn: Discussion 8

Online	Radiation	MindTap: Chapter 11 Chapter Review Chapter 11 Coding Assignment Chapter 11 Video Case Study Chapter 11 Case Studies Chapter 11 Quiz Chapter 35 Chapter Review Chapter 35 Coding Assignment Chapter 35 Case Study Chapter 35 Case Studies Chapter 35 Quiz
9 10/30/23 Zoom 6 - 8 pm	Chapter 15: Diseases of the Respiratory System Chapter 28: Medical and Surgical Section	Elearn: Discussion 9 MindTap: Chapter 15 Chapter Review Chapter 15 Coding Assignment Chapter 15 Video Case Study Chapter 15 Case Studies Chapter 15 Quiz Chapter 28 Chapter Review Chapter 28 Coding Assignment Chapter 28 Case Study Chapter 28 Case Studies Chapter 28 Quiz
10 11/06/23 Online	Chapter 17: Diseases of the Skin and Subcutaneous Tissue Chapter 30: Placement Section	Elearn: Discussion 10 MindTap: Chapter 17 Chapter Review Chapter 17 Coding Assignment Chapter 17 Video Case Study Chapter 17 Case Studies Chapter 17 Quiz Chapter 30 Chapter Review Chapter 30 Coding Assignment Chapter 30 Case Study Chapter 30 Case Studies Chapter 30 Quiz
11 11/13/23	Chapter 19: Diseases of Genitourinary System Chapter 33: Extracorporeal Assistance and	Elearn: Discussion 11



Online	Performance and extracorporeal Therapies Section	MindTap: Chapter 19 Chapter Review Chapter 19 Coding Assignment Chapter 19 Video Case Study Chapter 19 Case Studies Chapter 19 Quiz Chapter 33 Chapter Review Chapter 33 Coding Assignment Chapter 33 Case Study Chapter 33 Case Studies Chapter 33 Quiz
12 11/20/23 Online	Chapter 22: Congenital Malformations, Deformans, and Chromosomal Abnormalities Chapter 23: Symptoms, Signs, and Abnormal Clinical Laboratory Findings	Elearn: Discussion 12 MindTap: Chapter 22 Chapter Review Chapter 22 Coding Assignment Chapter 22 Video Case Study Chapter 22 Case Studies Chapter 22 Quiz Chapter 23 Chapter Review Chapter 23 Coding Assignment Chapter 23 Video Case Study Chapter 23 Case Studies Chapter 23 Quiz
13 11/27/23 Zoom 6 - 8 pm	Chapter 26 Factors Influencing Health Status and Contact with Health Services	(This module opens 12 am 11/21/22 and ends 11:59 pm 12/02/22) MindTap: Chapter 26 Chapter Review Chapter 26 Coding Assignment Chapter 26 Video Case Study Chapter 26 Case Studies Chapter 26 Quiz
14 12/04/23 - 12/05/23 Online	Final Exam	Elearn: Final Exam

## Class Participation

Students will complete the assignments in sequence according to the class schedule. The class day for this course is **Monday**.

Quizzes/Tests/Homework are due on the due date

- Due dates for quiz/test/homework are listed on class schedule
- Homework assignments will be due at 11:59 pm each week on **Monday** in order to be completed in time to discuss during class time each week. Pay close attention to the due dates and ending availability.
- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests
- Remember to click “save” for each question when taking a quiz or test
- Tests/quizzes will not be reset for you because you forgot to save answers
- Career Development Quizzes are to be completed after studying the assigned chapter.
- Quizzes and exams marked as practice do not count toward final grade but are available all semester long for unlimited number of attempts to help you study.
- Orientation Quiz and Orientation homework do not count toward grade.

Emails: Students are responsible for reading emails in a timely manner and using email etiquette at all times. Capitalization, punctuation, subject lines, greeting and signature are required.

Courtesy is to be used at all times.

## Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for a physical class will hurt your grade.

- Quizzes/Tests – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz or test.)
- Homework - students have until 11:59 pm the next class date after an assignment is due to submit homework if not submitted on the due date or receive a zero (0) for the assignment.

## Course and Class Policies/Procedures

## Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for a physical class will hurt your grade.

- Quizzes/Tests – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz or test.)
- Homework - students have until 11:59 pm the next class date after an assignment is due to submit homework if not submitted on the due date or receive a zero (0) for the assignment.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
    - a. Utilizing old tests, projects, notes or written papers.
    - b. Providing unauthorized information to a fellow student about exam content.
    - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
    - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

- e. Consulting with a classmate or others when taking a computerized test.
  - f. Disregarding other specific policies and procedures outlined for a particular class.
  - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
  - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://ws.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://ws.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://ws.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://ws.edu/academics/mathematics/learning-lab)

### TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865)

286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)  
[helpdesk.ws.edu](http://helpdesk.ws.edu)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)  
[ws.edu/student-services/disability/](http://ws.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

# **College Policies**

## **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)  
[catalog.ws.edu/](http://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](#)  
[ws.edu/admissions/registration/](http://ws.edu/admissions/registration/)

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy](#) ([opens in new window](#)).