# Course & Title: HIM 250:  ICD Coding

**Instructor:**

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Academic Complex 413

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**Contact Information:**

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**Credit Hours:**

Four semester hours

**Prerequisites:**

HIM 100, AH 290, and BIOL 131 or consent of instructor

**Description:**

Discussion of various nomenclature and classification systems. Guidelines used to assign codes to disease and operations in the ICD classification system.

**Textbooks:**

All books are mandatory.  Books can be obtained from the WKU Bookstore or appropriate publisher.

- Shraffenberger, Lou Ann: **Basic ICD-10-CM/PCS 2020**, ISBN: 9781584267447; Publisher is AHIMA
- **ICD 10 PCS 2020 The Complete Official Codebook**:   Product # OP201120; Publisher is AMA
- **ICD 10 CM 2020 The Complete Official Codebook**:   Product # OP201420; Publisher is AMA

**Additional Course Resources Utilized:**

•3M Coding and Grouper Software and Reference Materials for ICD-9-CM, ICD-10-CM, and ICD-10-PCS

•ICD-10-CM Indices and Tables (cms.gov website)

- o Index to Disease and Injuries
- o Tabular List
- o Index and Tabular of External Causes of Injuries
- o Table of Neoplasms
- o Table of Drugs and Chemicals

•ICD-10-PCS Indices and Tables (cms.gov website)

•ICD-9-CM Indices and Tables (cms.gov website)

**Examinations:**

Make-up exams will only be given on Wednesday morning of Finals Week. Each student will only be permitted one makeup exam.

**Activities/Assignments:**

All assignments must be turned in by the due date. Failure to comply with this will result in a zero for the assignment.

When completing work on blackboard, it is the responsibility of the student to make sure the grades are listed on the grade center.

**Evaluation:**

The final grade will be derived from the following:

| Written examinations | 80% |
|---|---|
| Laboratory | 20% |

The following grading system will be used:

| 100% - 90% | A |
|---|---|
| 89% - 80% | B |
| 79% - 70% | C |
| 69% - 60% | D |
| 59% - 50% | F |

Title IX Sexual Misconduct/Assault:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua

Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Disability Accommodations: "In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004(270.745.5121 V/TDD) or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center. Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Food Security: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue you, or someone you know, help is readily available. Contact the WKU Office of Sustainability at (270) 745-2508 or email sustainability@wku.edu.

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159.

**Attendance:** Students are expected to Complete all assignments in a timely manner.

Instructional Methods:

Power Points and other electronic venues
Review of Medical Records
Utilization of Computer
Lab Activities
Others, as appropriate

**Schedule Note:**

**One of the first things that you need to do is to place the schedule of this class in your calendar in order to keep up with when assignments/quizzes are to be completed.**

**At the beginning of the semester 15 of your modules will be open for you to complete. You should complete at least, one module per week. When you are finished with a module you may work ahead on the next modules.**

**Modules 1-6 must be completed by the end of week Eight. After week eight you will not be allowed to complete anything in Modules 1-6. IMPORTANT Information: Have all assignments and Quizzes for Modules 1-6 completed by March 22nd @ 11:59 pm**

**Modules 8-16 will be due before May 10th @ 11:59 pm. Have all assignments and Quizzes for Modules 8-16 completed by May 13th @ 11:59pm**
Rev. 01/2020

**One of the first things that you need to do is to place the schedule of this class in your calendar in order to keep up with when assignments/quizzes are to be completed.**

## HIM 250-Clinical Classification Systems

|  | TOPIC | Reading Assignment | Coding Assignment | Quizzes |
|---|---|---|---|---|
| Module 1 | Chapter 3Introduction to UHDDS and Official Coding ICD-10-CM Guidelines<br><br>Chapter 1- ICD-10-CM | Chapter 3<br><br>Chapter 1 | Chapter 3<br><br>Chapter 1 | Chapters 1 &3 |
| Module 2 | Chapter 4- Certain Infectious and Parasitic Diseases<br><br>Chapter 6-Endocrine, Nutritional, Metabolic Diseases and Immunity Disorders<br><br>Chapter 7-Diseases of the Blood and Blood-Forming Organs and Certain Disorders Involving the Immune Mechanism | Chapter 4, 6, 7 | Chapter Reviews for 4, 6, 7 | Chapter 4, 6, 7 |
| Module 3 | Chapter 5-Neoplasms<br><br>Chapter 8- Mental, Behavioral and Neurodevelopmental Disorders | Chapters 5, 8 | Chapter Reviews for 5, 8 | Chapters 5, 8 |
| Module 4 | Chapter 9-Diseases of the Nervous System<br><br>Chapter 10- Diseases of the Eye and adnexa<br><br>Chapter 11- Diseases of the Ear and Mastoid Process | Chapters 9, 10, 11 | Chapter Reviews for 9, 10, 11 | Chapters 9, 10, 11 |

| | | TOPIC | Reading Assignment | Coding Assignment | Quizzes |
|---|---|---|---|---|---|
| Module 5 | | Chapter 12- Diseases of the Circulatory System<br><br>Chapter 13-Diseases of the Respiratory System<br><br>Chapter 14-Diseases of the Digestive System<br><br>Chapter 15- Disease of the Skin and Subcutaneous Tissue | Chapters 12, 13, 14, & 15 | Chapter Reviews for 12, 13, 14, & 15 | Chapters 12, 13, 14, & 15 |
| Module 6 | | Chapter 16- Diseases of Musculoskeletal & Connective Tissue<br><br>Chapter 17- Diseases of the Genitourinary System<br><br>Chapter 18- Pregnancy, Childbirth, and the Puerperium<br><br>Chapter 19-Certain Conditions originating in Perinatal Period | Chapters 16, 17, 18, & 19 | Chapter Reviews 16, 17, 18, & 19 | Chapters 16, 17, 18, & 19 |
| Module 7 | | Spring Break!!<br><br>Be safe and have fun. | | | |
| Module 8 | | Chapter 20- Congenital Malformations, Deformations, and Chromosomal Abnormalities<br><br>Chapter 21- Symptoms, Signs, and Abnormal Clinical and Laboratory Findings, Not Elsewhere Classified<br><br>Chapter 22A- Injury<br><br>Chapter 22B- Poisonings and Certain Other Consequences of External Causes | Chapters 20, 21, 22A, & 22B | Chapter Review 20, 21, 22A, & 22B | Chapters 20, 21, 22A, & 22B |
| Module 9 | | Chapter 23- External Causes of Morbidity<br><br>Chapter 24-Factors Influencing Health Status and Contact with Health Services | Chapters 23 & 24 | Chapters 23 & 24 | Chapters 23 & 24 |
| Module 10 | | Chapter 2- Introduction to ICD-10-PCS | Chapter 2 | Chapter 2 | Chapter 2 |
| Module 11 | | Chapters 4-14: ICD-10-PCS | Chapters 4-14: ICD-10-PCS | Chapters 4-14: ICD-10-PCS | Chapters 4-14: ICD-10-PCS |
| Module 12 | | Chapters 15-24: ICD-10-PCS | Chapters 15-24: ICD-10-PCS | Chapters 15-24: ICD-10-PCS | Chapters 15-24: ICD-10-PCS |
| Module 13 | | ICD-9-CM Overview and 3M Encoder Coding<br><br>ICD-9-CM- Procedures and coding self-test<br><br>ICD-10-CM/PCS Coding Analysis Lab | | Using the 3M Encoder you will complete assignments | ICD 9 CM coding using the Encoder |
| Module 14 | | Chapter 25:Coding and Reimbursement; MS-DRGs/Grouper- 3M Grouper | Chapter 25 | Chapter 25 | Chapter 25 |

| | TOPIC | Reading Assignment | Coding Assignment | Quizzes |
|---|---|---|---|---|
| | | | | |
| Module 15 | Coding Compliance Assignment<br><br>Professional Ethics Assignment | | Coding Self-Test # 1-65 | |
| Module 16 | **FINAL EXAM**<br><br>**Complete the final exam before 4:00 pm on May 8th** | | | |

NOTE:  At the end of each chapter, there are pages on ICD-10-PCS.  We will not cover these pages or the PROCEDURE Review questions until later in the semester.  Our focus for the first few months will be on ICD-10-CM.

Revision: 1/2020

**Attendance Policy:** Students will be expected to attend each class session.

**Student Learning Outcomes:**

HIM 250 AS CAHIIM 2017

| Student Learning Outcomes | | |
|---|---|---|
| **Subdomain I.A. Classification Systems** | | |
| 1. Apply diagnosis/procedure codes according to current guidelines, 3 | * Principles and applications of Classification Systems (ICD, CPT, HCPCS, SNOMED, DSM) | |
| | * Nomenclatures | |
| | * Terminologies (SNOMED) | |
| | * Clinical Vocabularies | |
| 2. Evaluate the accuracy of diagnostic and procedural coding, 5 | * Principles and applications of classification, taxonomies, nomenclatures, terminologies, clinical vocabularies, auditing | |
| 3. Apply diagnostic/procedural groupings, 3 | * Principles and applications of diagnostic and procedural grouping (DRG, MSDRG, APC, RUGS) | |
| 4. Evaluate the accuracy of diagnostic/procedural groupings, 5 | * Principles and applications of diagnostic and procedural grouping | |
| **Subdomain I.B. Health Record Content and Documentation** | | |
| 1. Analyze the documentation in the health record to ensure it supports the diagnosis and reflects the patient's progress, | * Content of health record | |

| Student Learning Outcomes | | |
|---|---|---|
| clinical findings and discharge status, 4 | | |
| **Subdomain I.D. Data Management** | | |
| 1. Collect and maintain health data, 2 | * Data mapping | |
| **Domain III. Informatics, Analytics and Data Use** | | |
| **Subdomain III.A. Health Information Technologies** | | |
| 1. Utilize software in the completion of HIM processes, 3 | * Record tracking, release of information, coding, grouping, registries, billing, quality improvement, imaging, natural language processing, EHRs, PHRs, document imaging | |
| **Domain IV. Revenue Management** | | |
| **Subdomain IV. A. Revenue Cycle and Reimbursement** | | |
| 1. Apply policies and procedures for the use of data required in healthcare reimbursement, 3 | * Payment methodologies and systems (Capitation, PPS, RBRVS, case mix, indices, MSDRGs, healthcare insurance policies, Accountable Care Organizations) | |
| **Domain V. Compliance** | | |
| **Subdomain V.A. Regulatory** | | |
| 3. Adhere to the legal and regulatory requirements related to health information management, 3 | * Legislative and regulatory processes (Coding quality monitoring, compliance strategies, and reporting) | |
| **Subdomain V.B. Coding** | | |
| 1. Analyze current regulations and established guidelines in clinical classification systems, 4 | * Severity of illness systems (Present on admission) | |
| | * UHDDS guidelines | |
| 2. Determine accuracy of computer assisted coding assignment and recommend corrective action, 5 | * Coding specialty systems | |
| **Subdomain V.C. Fraud Surveillance** | | |
| | * Whistle blower, STARK, Anti-Kickback, unbundling, upcoding | |

| Student Learning Outcomes | | |
|---|---|---|
| 1. Identify potential abuse or fraudulent trends through data analysis, 3 | * Role of OIG, RAC (Fraud/Abuse) | |
| **Subdomain V.D. Clinical Documentation Improvement** | | |
| 1. Identify discrepancies between supporting documentation and coded data, 3 | * Clinical outcomes measures and monitoring | |
| 2. Develop appropriate physician queries to resolve data and coding discrepancies, 6 | * AHIMA CDI toolbox | |
| | * Professional communication skills | |
| | * Clinical documentation improvements (Physician Role, HIM Role in CDI) | |
| **Subdomain VI.H. Ethics** | | |
| 1. Comply with ethical standards of practice, 5 | * Professional and practice-related ethical issues | |
| | * AHIMA Code of Ethics | |

NOTE:  At the end of each chapter, there are pages on ICD-10-PCS.  We will not cover these pages or the PROCEDURE Review questions until later in the semester.  Our focus for the first few months will be on ICD-10-CM.

Revision: 8/2017

**HIM 250- ICD CODING**

**Course Content**

    I.   Coding, Classification, and Reimbursement Systems
- a. Importance of coding
- b. Coding Concept
- c. Purposes of Coding
- d. Coding Systems and Reimbursement
- e. Inpatient Coding Process
- f. Diagnosis Related Groups (DRGs/MS-DRGs)
- g. Coding Outpatient or Ambulatory Care Records
- h. Impact of Computers on the Coding and Reimbursement Process
- i. Quality of the Coded Data
- j. Causes of Errors in Coding
- k. Correct Coding Initiative
- l. Coding Resources
- m. Other Coding and Classification Systems
  - i. DSM-V
  - ii. ICDO

        iii. SNOMED
        iv. CPT
II. ICD-10-CM
    a. Reasons for Replacing ICD-9-CM
    b. Benefits of Converting to ICD-10-CM
    c. Comparison of ICD-10-CM to ICD-9-CM
    d. ICD-10-CM Structure and Characteristics
    e. Implementation and Training
III. ICD-10-PCS
    a. History and Development of ICD-10-PCS
    b. Comparing ICD-9-CM Volume 3 to ICD-10-PCS
    c. ICD-10-PCS Code Structure
IV. Coding in ICD-9-CM, ICD-10-CM, and ICD-10-PCS, as appropriate
    a. Introduction
        i. Symbols, Punctuation and Abbreviations
            1. Parenthesis
            2. Square brackets
            3. Slanted square brackets
            4. Colon
            5. Braces
            6. Section Mark
            7. Lozenge
            8. NOS
            9. NEC
        ii. Coding Principles
        iii. Coding Guidelines
        iv. Conventions
            1. Includes
            2. Excludes
            3. Code also
            4. Omit coding
            5. Code also underlying disease
            6. Use additional code, if desired
            7. See
            8. See also
            9. Notes
    b. Coding for Procedures
        i. Surgical Procedures vs. Non-surgical Procedures
        ii. Endoscopies
        iii. Biopsies
        iv. Surgical Approach and Closure
        v. Surgery Not Attempted/Canceled or Incomplete
    c. Introduction to the PPS and the UHDDS
    d. Coding Guidelines

**HIM 250- Clinical Classification Systems**

**Course Objectives**

I.      Coding, Classification, and Reimbursement Systems
   a.  Define key words in coding and reimbursement
   b.  Identify the abbreviations commonly used in coding and classification
   c.  List the purposes of coding
   d.  Distinguish between coding, nomenclature, and classification systems
   e.  Describe the major coding systems currently in use and the setting where they are used.
   f.  Describe the mechanisms used to update and revise ICD and CPT
   g.  Outline the process to assign codes to diagnoses and procedures in the various health care settings
   h.  Summarize the factors that affect coding for reimbursement
   i.  Describe the relationship between coded data and reimbursement for health care services
   j.  Recognize the reimbursement systems used in health care
   k.  Describe the use of computers in the coding process
   l.  Respond ethically to situations that a coder might face
   m. Discuss the factors that constitute quality coded data and common causes of coding errors
   n.  Describe Correct Coding Initiative
   o.  Define the basic steps in coding
   p.  Explain how to code for procedures
   q.  Describe the impact of HIPAA on coding
   r.  Explain PPS and the Uniform Hospital Discharge Data Set
   s.  Identify billing forms
   t.  Explain the selection of the principal diagnosis
   u.  Explain how additional codes assigned and sequenced


II.     ICD-10-CM and ICD-10-PCS
   a.  Describe the basic structure of ICD-10-CM
   b.  Describe the basic structure of ICD-10-PCS


III.    ICD-9-CM
   a.  Describe how ICD-9-CM differs from ICD-10-CM and ICD-10-PCS
   b.  Describe how ICD-9-CM will be utilized post ICD-10 implementation

IV. ICD-9-CM, ICD-10-CM and ICD-10-PCS
   a. Describe the rules affecting Infectious and Parasitic Diseases
   b. Describe the rules affecting Neoplasms
   c. Describe the rules affecting Endocrine, Nutritional, and Metabolic Disease and Immunity Disorders
   d. Describe the rules affecting Diseases of the Blood and Blood-Forming Organs
   e. Describe the rules affecting Mental Disorders
   f. Describe the rules affecting Diseases of the Nervous System
   g. Describe the rules affecting Eyes
   h. Describe the rules affecting Ears
   i. Describe the rules affecting Circulatory System
   j. Describe the rules affecting Respiratory System
   k. Describe the rules affecting Digestive System
   l. Describe the rules affecting Genitourinary System
   m. Describe the rules affecting Complications of Pregnancy, Childbirth, and the Puerperium
   n. Describe the rules affecting Disease of the Skin and Subcutaneous Tissue
   o. Describe the rules affecting Musculoskeletal System and Connective Tissue
   p. Describe the rules affecting Congenital Anomalies
   q. Describe the rules affecting Certain Conditions Originating in the Perinatal Period
   r. Describe the rules affecting Symptoms, Signs, and Ill-Defined Conditions
   s. Describe the rules affecting Injury and Poisoning
   t. Explain the purpose of External Cause Codes
   u. Describe the purpose of Factors Influencing Health Status


V. Ethics in Coding
   a. Describe AHIMA's Standards of Ethical Coding


Revised: 8/2017