

**Nashville State Community College  
Business & Applied Arts Division  
Healthcare Management**

**Syllabus**

**Course Title:** ICD-CM Coding HCMT 2335

Credits: 3

Class Hours: 3

Course description: A study of the coding and classification of diseases, symptoms, operations, and procedures according to the International Classification of Diseases, Clinical Modification (ICD-10-CM). Topics include assignment of diagnosis and procedure codes utilizing proper coding guidelines. Prerequisites: BIOL 2010 with a grade of "C" or higher and Corequisite BIOL 2020 and HCMT 2400 (if taken as prerequisites a grade of "C" or higher required). HCMT 2335 and 2345 cannot be taken at the same time.

Students must maintain a grade of "C" or higher in order to progress in program.

**Instructor Information:**

Name: Eleonora Alvarado

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Office Location: C237H

Office Hours: Monday: 1PM-4PM

Tuesday: 9AM-1PM

Wednesday: 8-9AM and 11AM-1PM

Thursday: 8AM-Noon

Friday: 8-9AM

**Textbook and Other Materials:**

Basic ICD-10-CM/PCS, 2018 Edition by Lou Ann Schraffenberger ISBN#978-1-58426-624-2

ICD-10-CM for Physicians (2018 Professional Edition) by Carol Buck ISBN #978-0-323-43071-5

Basic ICD-10-CM/PCS Coding Exercises, 6<sup>th</sup> Edition by Lou Ann Schraffenberger ISBN#978-1-58426-601-3

Reference Materials: Medical Dictionary, preferably Dorlands, Stedmans, or Tabers. Each student must have a medical dictionary.

Supplies: None

**Course Outcomes:**

Upon successful completion of this course, students should be able to:

- Assign ICD-10-CM codes by applying “Diagnostic Coding and Reporting Guidelines.”
- Interpret ICD-10-CM conventions, formats, instructional notations, tables, and definitions to select diagnoses, conditions, problems, or other reasons for the encounter that require coding.
- Sequence diagnoses and other reasons for encounter according to notations and conventions of the classification system and standard data set definitions (UHDDS).
- Determine if signs, symptoms, or manifestations require separate code assignments.
- Identify patient encounter type to assign ICD-10-CM codes (inpatient versus outpatient).
- Select the diagnoses that require coding according to current coding and reporting requirements for both inpatient and outpatient services.

### **Course Competencies:**

The following are detailed course competencies intended to support the course outcomes:

- Given an ICD-10-CM code book, identify the contents.
- Given a symbol, explain the meaning pertaining to ICD-10-CM coding.
- Given a disease, identify the appropriate code, following guidelines.
- Given a scenario, sequence codes according to conventions and guidelines of the ICD-10-CM classification system.
- Given a specific condition, identify the number of codes needed to properly classify.
- Given a medical scenario, identify signs, symptoms, and disease(s).
- Given a neoplasm diagnosis, determine code assignment using neoplasm table.
- Given an external cause, determine location of the codes in the ICD-10-CM code book.
- Given a medical scenario, choose the type of coding guidelines to follow: inpatient or outpatient coding.
- Given an accident, determine the correct code assignment.
- Given an ICD-10 code, identify code as procedural or diagnostic/symptom.

The following are general education competencies intended to support the course outcomes:

- Know how to locate, evaluate, and use information resources
- Use critical thinking skills

### **Topics to Be Covered:**

- ICD format
- Uniform Hospital Discharge Data Set
- Infectious and Parasitic diseases
- Neoplasms
- Endocrine, nutritional and metabolic disorders
- Diseases of blood and blood forming organs
- Mental disorders
- Diseases of the nervous system and sense organs
- Diseases of the Cardiovascular system
- Diseases of the Respiratory system
- Diseases of the Digestive system
- Diseases of the GU system

- Complications of Pregnancy and Childbirth
- Diseases of the Skin
- Diseases of the Musculoskeletal system
- Congenital Anomalies
- Signs, symptoms, and ill-defined conditions
- Injury and poisoning

### **Course Assessments:**

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

Assignments	10%
Quizzes	15%
Midterm	25%
Final	50%

### **Grading Policy :**

- There are specific due dates set for homework assignments and exams. Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.
- NO MAKE UP TESTS OR QUIZZES WILL BE GIVEN. A grade of "zero" will be assigned for any test/quiz that has not been taken.

### **Grading Scale:**

A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	64% or below
FA (see below)	
FN (see below)	

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade will receive an "FA" if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

## **Late Work Policy & make-up procedures for missed assignments and work:**

- There are specific due dates set for homework assignments and exams. Homework due dates and test/quiz dates will be strictly adhered to and will not be extended. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.
- NO MAKE UP TESTS OR QUIZZES WILL BE GIVEN. A grade of "zero" will be assigned for any test/quiz that has not been taken.

## **Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled.

Attendance in this course is critical to success. Weekly classroom attendance is required. The instructor will keep an accurate record of class attendance. Students are expected to attend class regularly and on time. It is the responsibility of the student if tardy or absent from class to give an explanation/rationale to faculty member.

Online attendance is measured by submission of assignments and completing tests and quizzes. If a student does not submit their assignments or fails to take a quiz or test they will be considered absent (non participating). Simply logging in to the classroom does not count as attending. Students must actively participate (submit assignments as well as quizzes and tests) in the course to be considered attending.

Any student who fails to attend 70% of the class, either online or in the classroom, will receive a grade of an "F" for the semester. Attendance will be determined by participation in the online environment and by actual attendance in all classes with a face to face component. Students in a hybrid class are required to attend all scheduled meetings and completing work online will NOT count as attendance.

In cases where student absences are the result of emergency circumstances (e.g. death in the family, a student's serious injury or incapacitating illness), for which the students are unable to make immediate contact with faculty, the students are unable to make immediate contact with faculty, the student may contact the Dean for Students Services Office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verify the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements. (Student Handbook)

If you decide to drop this class, please check the printed semester schedule or the NSCC website for the last day to withdraw and receive a "W". The drop date will also be noted on the semester calendar for this course. You must complete an add/drop form or drop using MYNSCC before this date in order to receive a "W" rather than an "F".

## Methods of Instruction

The methods of instruction include but are not limited to lectures, class discussions, handouts, audiovisuals, group participation, and assignments.

It is expected that you review the course content for the week PRIOR to attending class. Class time will be devoted to answering questions regarding the content and working on coding exercises to ensure that you understand the principles of coding and are properly applying the concepts. If you do not prepare prior to class you will be at a disadvantage. Do not try to attempt to "catch up" as you will not be able to do so. There is a tremendous amount of material that you will need to learn each week. Learning and understanding coding is cumulative. If you do not understand the basics presented in the first few weeks it is unlikely you will be able to successfully complete the course. In addition to reading course content you will have MANY coding exercises to complete each week. Coding is a skill that must be practiced. You cannot become a proficient coder without practice. Most of you are planning to take your Certification Exam. This exam is not easy and I want to make sure that you are prepared to successfully pass the exam.

You are responsible for completing your work and mastering concepts. I am always available to you in person or online to guide you through your learning process but if you need help you must contact me as soon as you are having difficulty.

## Method of Evaluation

Methods of evaluation for this course includes quizzes, mid-term, final examination, and assignment(s)/homework.

**Assignments/Homework:** Assignments/homework will consist of reading chapters and completing exercises from the text as well as other exercises chosen by the instructor. Selected assignments will be graded.

Homework can be found by clicking "Evaluation-Quizzes" on the Navigation Bar on the top of the course page. You will submit your homework within NS Online. Homework must be submitted to the instructor by the due date. Please do not wait until the last day to turn in homework because last minute computer problems could prevent you from getting the assignment in on time. Computer problems are not considered an excuse for late homework. **LATE HOMEWORK WILL NOT BE ACCEPTED. A GRADE OF ZERO WILL BE ASSIGNED.**

**Tests and Quizzes:** Tests and quizzes will consist of objective questions and problems. They may contain true/false, multiple choice, matching, completion and cases. **Quizzes will be taken online off campus. The Midterm and Final will be proctored exams and must be taken at the Testing Center. Tests will be timed.** Because coding is a skill, tests will be cumulative.

**NO MAKE-UP TESTS OR QUIZZES WILL BE GIVEN. Failure to complete homework and exams by the due dates will result in a grade of zero for that assessment.**

**Final Exam:** The Final exam is comprehensive. ALL STUDENTS ARE REQUIRED TO TAKE THE FINAL. Absence from the final exam will result in a failing grade for the course. The Final will be a proctored exam requiring you to go to the Testing Center to take your Final.

## **D2L Brightspace/NSOnline and MyNSCC Email**

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

## **Technology Statement**

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

## **Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The Nashville State Student Code of Conduct policy is available at [https://s3.amazonaws.com/nsc.edu/PDFs/dean-students/Student\\_Code\\_of\\_Conduct\\_Policy.pdf](https://s3.amazonaws.com/nsc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf)

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## **Other Class Conduct and Procedures**

- Students are expected to participate in class activities and discussions, and to come to class thoroughly prepared, meaning that you:

- Have all materials (required textbooks, etc.) needed for the class, discussion group, or test before entering the classroom.
- Have completed the reading assignments sufficiently to discuss ideas in them, relate current information to previous content covered in the course, and apply the information to problem situation.
- NO EATING OR DRINKING PERMITTED IN THE CLASSROOMS
- It is the responsibility of the student to consult the instructor should he/she experience academic difficulties.
- All cell phones, pagers, electronic devices, etc. should be placed on vibrate before the start of class.
- Students should contact the instructor for inquires, appointments, and/or concerns.

### **Academic Misconduct (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

### **Academic Early Warning System**

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. \*Please note that Early Warning Alerts do not affect a student's academic standing.

### **RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://getrave.com/login/nscc> to confirm and update your contact information and notification

preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

### **Inclement Weather Policy**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

### **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L Brightspace course, e-mailing through NSOnline/D2LBrightspace and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L Brightspace complete classwork and the assignment that will be posted in the course D2L/Brightspace site.