The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course Information (Zoom/Online):

Course Title: ICD-CM Coding
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

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

Instructor Information:
Name:
Email:
Phone:
Class Session Zoom Link Information:

Required Textbook(s) & Other Materials:
Textbook(s):
- Schraffenburger / Basic ICD-10-CM/PCS, 2022 Edition, AHIMA, ISBN 978-1-58426-
- 839-0 Schraffenburger / Basic ICD-10-CM/PCS Coding Exercises, 8th Edition, ISBN 978-1-58426-841-3
- 2023 ICD-10-CM Complete Code Set, AAPC, ISBN 978-1-64631-583-3

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

Supplies: None
Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-coursematerials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

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 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-10CM 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/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.

Tests and Quizzes

Tests and quizzes will consist of objective questions and problems. They may contain true/false, multiple choice, matching, completion, and cases. The Quizzes will be taken online off campus. All tests and quizzes will be timed. Because coding is a skill, tests will be cumulative.

Grading Policy:

Assignments	25%
Exercises	25%
Quizzes	25%
Assessment	25%

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

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 should be adhered to for best results.
- Please check your weekly assignments and semester calendar to check dates that are the last acceptable dates for completing the tests and quizzes. **ALL DUE DATES ARE LISTED ON THE COURSE OUTLINE.** It is recommended that you print the course outline and semester calendar and keep a copy with your text materials.

Attendance Policy

General Policy
- *Absences in a course may affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of*
- *reason(s) for absence. If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy:

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.

I have provided you with materials that will guide you through the learning process. In addition, you will be attending class to help you master coding concepts. You are responsible for completing your work and mastering concepts. I am always available to you online to guide you through your learning process but if you need help you must contact me as soon as you are having difficulty.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in virtual class
- sessions participating in D2L
- as prompted responding to an
- instructor's email posting to a
- discussion board completing
- and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the

  course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require
- a laptop or a tablet. If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require
accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e- mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

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.

Academic Early Alert System August 29- Sept 4th send them academic alert

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather,

it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- 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.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the

classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.