HITT 2335
AUSTIN COMMUNITY COLLEGE
Semester: Fall 2014

PROGRAM: Health Information Technology

COURSE NUMBER: HITT 2335--Coding and Reimbursement Methodologies

COURSE TIME/LOCATION: EVC 9209 Tuesdays 6pm

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Arranging conferences/appointments: Email to schedule

COURSE DESCRIPTION: Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

COURSE PREREQUISITES: HITT 1301, HITT 1305, HITT 1213, HITT 1341

COURSE RATIONALE: Careers in Health Information Technology (HIT) are among the most varied and rapidly expanding in the health care fields. HIT professionals are an integral part of the healthcare team in managing and processing healthcare records and clinical data.

COURSE OBJECTIVES: Upon completion of the course the student will be able to:

1. Utilize EDMS records and electronic health records to abstract clinical documentation and assign ICD-9 and CPT/HCPCS codes.
2. Compare the differences in characteristics and conventions between ICD-9 and ICD-10.
3. Compare ICD-9 official coding guidelines with the official coding guidelines for ICD-10.
4. Using encoding software and following the appropriate coding guidelines, apply and sequence ICD-9, ICD-10 and CPT/HCPCS codes on hospital outpatient and acute care inpatient health records and appropriately group the cases in the respective payment system (DRG/APC).
5. Apply ICD-10 diagnosis and procedure codes using the hard copy code book and the Quantim/3-M encoders, apply ICD-10 diagnosis codes noting the differences between the classification systems.
6. Calculate case mix index for DRGs and identify factors that may impact case mix.
7. Recognize payment systems other than DRGs that are based on severity of illness (APR-DRG's).

8. Identify the elements of a coding compliance plan.
9. Summarize the various factors that impact coding quality and productivity and explain how increasing coding responsibilities such as Present on Admission, may impact coding productivity.
10. Differentiate between Medicare Part A, B, C, and D.
11. Explain the Medicare prospective payment systems used for ASC/hospital outpatient services (APCs) and acute care inpatient services (MS-DRGs).
12. Identify and define the structure and components of the Medicare MS-DRG and APC payment systems.
13. Describe differences between commercial, managed care and federal insurance plans.
14. Compare the various payment methodologies in use (i.e. capitation, PPS, RBRVS).
15. Validate codes assigned on physician office, hospital outpatient and inpatient health records, calculate payment and identify payment differences.
16. Analyze and validate appropriate claims processing by comparing billed claims data with paid claims data (RA/EOBs).
17. Utilizing the CMS website, locate national and local medical review policies.
18. Identify non-clinical data that can impact reimbursement in the MS-DRG payment systems, such as discharge status.
19. Demonstrate an understanding of the DRG payment implications of Medicare's Post Acute Care Transfer Policy (PACTP), and identify the discharge dispositions that may be impacted by this policy.
20. Describe the auditing process used to monitor data quality and appropriate reimbursement.
21. Summarize the most common compliance issues identified by RAC contractors in the physician office, hospital outpatient and inpatient settings.
22. Locate and interpret regulatory policies/transmittals (CMS, OIG, Federal Register).
23. Apply ethical coding standards to support complete and accurate data (AHIMA Code of Ethics and Coding Ethics).
24. Utilize and develop proficiency with non-logic and logic based encoding and grouping software (Quantim/3-M) to apply/arrange ICD-9 and CPT/HCPCS codes and search *AHA Coding Clinic* and *CPT Assistant* for coding guidance.
25. Identify components of the revenue cycle that the HIM department is responsible for monitoring.
26. Explain the relationship between “present on admission (POA)” indicators and “hospital acquired conditions (HAC)” used for acute care inpatient reporting.
27. Describe the purpose of the query process for resolving discrepancies in clinical documentation (AHIMA Practice Brief).

COURSE STUDENT LEARNING OUTCOMES:

The curriculum of the Austin Community College Health Information Technology program is designed to meet or exceed the professional course content as published in the AHIMA Model Curriculum that includes the HIM Entry-Level Competencies and Knowledge Clusters. This course addresses the specific Domains, Subdomains, and Competencies identified below:

Domain I: Healthcare Data

Subdomain A: Health Data Structure, Content and Standards

1. Collect and maintain health data (such as data elements, data sets, and databases).
2. Conduct analysis to ensure that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status.

Subdomain C: Clinical Classification Systems

1. Use and maintain electronic applications and work processes to support clinical classification and coding.
2. Apply diagnosis/procedure codes according to current nomenclature.
3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
4. Adhere to current regulations and established guidelines in code assignment.
5. Validate coding accuracy using clinical information found in the health record.
6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (ex. DSM IV, SNOMED-CT).
7. Resolve discrepancies between coded data and supporting documentation.

Subdomain D: Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.

Domain III: Health Services Organization and Delivery

Subdomain B: Healthcare Privacy, Confidentiality, Legal and Ethical Issues

1. Apply and promote ethical standards of practice

Domain IV: Information Technology and Systems

Subdomain A: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
2. Use common software applications such as spreadsheets, databases, word processing, graphics presentation, e-mail, and so on in the execution of work processes.

DISCIPLINE/PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the **Certificate in Medical Coding**, the student will be able to:

A. Use common software packages (spreadsheets, word processing, presentation, and graphics) and those software packages specific to Health Information Technology
B. Gather, interpret, analyze and monitor data used for quality management and performance improvement programs that relate to Health Information Technology
C. Analyze and validate coding and coding data accuracy and compliance with federal and coding guidelines
D. Compute, interpret and analyze healthcare statistics
E. Apply and interpret the concepts of the Electronic Health Record (EHR)
F. Apply policies and procedures to comply with reimbursement and reporting requirements that align themselves with major insurance programs, federal healthcare legislation, national diagnoses and procedure coding systems and the process for completion and submission of claims.

Upon completion of the **Associate of Applied Science Degree in Health Information Technology**, the student will be able to:

A. Appropriately manage and use health data.
B. Collect, report and interpret database information and compute related healthcare statistics.
C. Apply and participate in the implementation of laws and policies and procedures within healthcare delivery systems as they relate to payment systems, healthcare provider information needs, patient privacy and disclosure and ethical standards of practice.
D. Utilize technology, including specialized hardware and software applications to ensure accurate data collection, record tracking, analysis, reporting and will be able to apply and contribute to the application of electronic health records and to the maintenance and design of patient information retrieval systems, while maintaining confidentiality and security of information.
E. Apply the fundamentals of team and financial resource management, including budgeting, teamwork, education, communication and interpersonal skills in order to contribute to work plans, policies and procedures, resource management and others in

performance as a member of a team.

SCANS Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

Resources: Identifies, organizes, plans and allocates resources
Interpersonal: Works with others
Information: Acquires and uses information
Systems: Understands complex interrelationships
Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

HITT 2335 COMPETENCE	**EXAMPLE OF LEVEL**
Resources	Identifies resources used in course and allocates time for studying.
Interpersonal	Shares experiences and knowledge with classmates, works as a member of a team for any assigned activities. Participates in discussion board.
Information	Identifies classification systems for inpatient, outpatient and procedures.
Systems	Identifies systems to use such as encoder, quadramed, or virtual lab.
Technology	Discusses electronic health record with classmates and instructor.
Basic Skills	Reads assigned pages.
Thinking Skills	Identifies and prepares for tests, quizzes and research activities.
Personal Qualities	Works as a team member for any assigned activities. Asserts self and networks with classmates and virtual lab to obtain information on current topics.

TEXTBOOKS:

- Clinical Coding Workout without Answers 2014, AHIMA Press, 978-1-58426-156-8

CODE BOOKS:

- ICD-9-CM Expert for Hospitals 2013 or 2014, Publisher: Ingenix
- CPT Manual 2013 or 2014, Professional Edition, Publisher: American Medical Association

INSTRUCTIONAL METHODOLOGY: Classroom and Online

GRADING SYSTEM: The Health Information Technology courses use the following scale for determination of final grades:

A = 90-100%
B = 80-89%
C = 70-79%
D= 60-69%
F = 69% and below

A grade of 70% or above is required for passing any subject area.

METHOD OF EVALUATION: 45% of your grade will be based on weekly assignments and weekly quizzes, 20% quizzes, 10% Case Review, and 25% on the final exam. All grades will be posted on Blackboard.

Late Policy for Assignments/Quizzes: Late assignments and quizzes will not be accepted. The lowest grade on one assignment will be dropped prior to calculating your grade.

Exam Policy: If a student misses one exam for a documented medical or family emergency, the grade of the comprehensive final exam will be averaged in the place of the missed exam grade. If any other exams are missed or if an exam is missed for any other reason, a grade of "0" will be given. If a student misses more than one exam, a zero will be given for the second missed exam.

COURSE POLICIES:

Course Policies

Attendance/Class Participation
Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Withdrawal Policy
It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decides to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes
An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Statement on Scholastic Dishonesty
A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at http://www.austincc.edu/handbook/student-policies-and-procedures/administrative-rule/student-standards-of-conduct-and-disciplinary-process

Student Rights and Responsibilities
Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Statement on Students with Disabilities
Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the office Student Accessibility Services (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student. Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about Student Accessibility Services is available at http://www.austincc.edu/sas

Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

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Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACCmail, including instructions on setting up an account, can be found at http://www.austincc.edu/accmail/

Testing Center Policy

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the

Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

- ACC Photo ID
- Course Abbreviation (e.g., ENGL)
- Course Number (e.g.,1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

Student And Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: http://www.austincc.edu/support/

Links to many student services and other information can be found at: http://www.austincc.edu/

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: http://www.austincc.edu/tutor

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.