



INSTRUCTIONAL PACKAGE

HIM153

Electronic Health Records Clinical Experience

Effective Term
Spring/2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201920

COURSE PREFIX: HIM153

COURSE TITLE: Electronic Health Records Clinical
Experience

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

The primary goal is to provide clinical practice in application of basic and advanced coding and classification system guidelines and billing/reimbursement related processes in selected health care facilities.

COURSE DESCRIPTION:

This course expands on the application of theoretical principals of the electronic health record. Focus is on the management of patient information in a digital environment

PREREQUISITES/CO-REQUISITES:

Credit level HIM 130 Minimum Grade of C or Credit level HIM 130 Minimum Grade of TC) and (Credit level HIM 135 Minimum Grade of C or Credit level HIM 135 Minimum Grade of TC) and (Credit level HIM 140 Minimum Grade of C or Credit level HIM 140 Minimum Grade of TC) and (Credit level HIM 216 Minimum Grade of C or Credit level HIM 216 Minimum Grade of TC) and Background Check Form 1 and (Credit level CPT 101 Minimum Grade of C or Credit level CPT 101 Minimum Grade of TC or Credit level CPT 170 Minimum Grade of C or Credit level CPT 170 Minimum Grade of TC or Credit level AOT 105 Minimum Grade of C or READI Test Score 1). Must be enrolled in or completed HIM 141 and HIM 225

*Online/Hybrid courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Learning Outcomes:

The Medical Coding and Billing student will participate in approximately 140 cases and other related assignments which require you to transfer textbook based education to hands on application of medical coding and billing activities that may include:

- * patient information capture
- * insurance verification
- * capture of service-related charges
- * coding of healthcare services
- * collection and application of payments
- * creation of medical claims
- * follow up on denied claims
- * management of electronic processes related to these tasks.

Students will also prepare for career placement with cover letter, resume, and interview preparation, as well as other activities such as researching requirements for professional certification.

Assessments:

- * Students will be required to accurately code real cases from computer program.
- * Students will be required to do a special project.
- * Students will be required to participate in weekly discussions.
- * Students will be required to complete assignments related to the medical billing and coding.

* Students will be required to complete final exam.

List Assessments and Learning Outcomes for each module.

- * Students will be coding real medical records that encompasses 18 modules.
- * Students will have the opportunity to attend AAPC meetings for networking and learning.
- * Students will complete a project related to the Medical Billing and Coding Field.
- * Students are encouraged to work with the Career Resource Center to fine tune resume' and job search.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

MODULE 1:

EVALUATION AND MANAGEMENT:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS

- Demonstrate the ability to code real life cases and understand the rationale behind the code assignments
- Use the audit tool to correct assign evaluation and management codes
- Discuss the weekly cases with class giving your tips and challenges

Module 2:

Anesthesia:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS

- Correctly assign the CPT codes and the anesthesia modifiers for real world cases
- Discuss the weekly cases with class giving your tips and challenges

Module 3

Cardiology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life cardiology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 4

Integumentary:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life integumentary cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 5

Emergency Medicine:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life emergency medicine cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 6

Medicine

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life medicine cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 7

Gastroenterology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life gastroenterology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 8

Pulmonary:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life pulmonary cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 9

Neurology and Ophthalmology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life neurology and ophthalmology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 10

OB/GYN:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life OB/GYN cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 11

Orthopedics:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life orthopedic cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 12

Otorhinolaryngology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life otorhinolaryngology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 13

Pathology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life pathology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 14

Pediatrics, Neonatology, and Adolescent Medicine:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life pediatric, neonatology, and adolescent medicine cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 15

Diagnostic Radiology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life diagnostic radiology, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 16

Interventional Radiology and Radiation Oncology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life interventional radiology and radiation oncology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 17

Urology:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS BOOKS.

- Demonstrate the ability to code real life urology cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Module 18

General Surgery:

ASSESSMENTS: SIMULATED MEDICAL CODING INTERNSHIP: CPT-4, ICD-10-CM AND HCPCS

BOOKS.

- Demonstrate the ability to code real life general surgery cases, using the correct codes as well as modifiers
- Discuss the weekly cases with class giving your tips and challenges

Part III: Grading and Assessment

CODING AND CLASSIFICATIONS GRADING POLICY

Your grade for this course will be determined solely based on the criteria outlined in this syllabus. Students will not be allowed to substitute other activities (reports, homework, etc.) to count in place of any of the stated criteria. (This means there will be NO extra credit offered.) Also, since the tests/exams given in this course are designed to measure the extent to which you have mastered course materials, students should not expect there to be any "curving" of grades

ACADEMIC DISHONESTY

All forms of academic dishonesty, as outlined in the Student Code in the HGTC catalog, will NOT be tolerated and will result in disciplinary action. Anyone caught cheating, committing plagiarism (Defined in the code as: "The appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit") **or giving any ICD-9-CM answers will be given a grade of a zero for that assignment.** A second offense will result in charges being filed with the Chief Student Services Officer.

The student is expected to:

1. Attend class regularly (80%)
2. Complete homework assignments in a timely manner in the dropbox (late work will be accepted with 2 point per day reduction)
3. Exhibit knowledge of each chapter by successfully completing homework class work. Students are expected to be participate in all discussions
4. Final Exam is to be completed on line in the Respondus browser. There is NO makeup.

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Homework	20%
Class Discussion	20%
Special Project	10%
Final Exam	50%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet. You must post 1 thread in our weekly discussion posts to be counted as present for the week. Failure to do this will result in an absence.**

For Weekly Attendance Verification, each student is required to post 1 thread, not just a response, in our weekly discussion posts. Failure to do so will result in an absence.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.

TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

Phone: 843-349-5340

Email: techcentral@hgtc.edu

Text: 843-357-8552

TECH Talk (Live Chat): Located on the "Home" tab in WaveNet.

Website: www.hgtc.edu/techcentral

Locations:

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L

- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or

sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p>Inquiries regarding the non-discrimination policies:</p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>