



INSTRUCTIONAL PACKAGE

HIM153
Electronic Health Records Clinical
Experience

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: HIM153

COURSE TITLE: Electronic Health Records Clinical Experience

CONTACT HOURS: 9

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

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 Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS:

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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*:****COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

- * Students will be using textbook to learn the concepts of correct ICD-10-CM coding.
- * Students will learn how to use the ICD-10-CM code book to assign codes correctly by using the Alphabetic Index and the Tabular.
- * Students will have the opportunity to attend AAPC meetings for networking and learning purposes.
- * Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates

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

****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 challenge

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
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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
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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
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Discuss the weekly cases with class giving your tips and challenge

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

EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:
- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

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. A second offense will result in charges being filed with the Chief Student Services Officer. Multiple offenses will be grounds for dismissal from class.

The student is expected to:

1. Attend class regularly
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, and chapter tests, which cover the objectives listed in each chapter. Students are expected to participate in all discussions
4. Final Exam is to be completed online through Honorlock at the Testing Center. If you chose to use the Testing Center, please email me a copy of your confirmation so that I will be able to forward the quiz information to the Testing Center. You are able to take your quiz with your ICD-10-CM, CPT-4, HCPCS Level IV code books as well as your Step by Step Textbook. There is NO makeup for final exam.

EVALUATION*

Homework	20%
Class Discussion	20%
Special Project	10%
<u>Final Exam</u>	<u>50%</u>
	100%

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

****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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or 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.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, 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, Section 504, and Title II 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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu