



# **INSTRUCTIONAL PACKAGE**

HIM 216  
Coding and Classifications I

Effective Term

Fall 2024/Spring 2025/Summer 2025

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## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: HIM 216 COURSE TITLE: Coding and Classifications I

CONTACT HOURS: 2-3-5 CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

To introduce basic coding in medical diagnosis using the International Classification of Diseases current edition. Basic diagnostic statements will be presented to establish a foundation in ICD-10-CM coding concepts.

### COURSE DESCRIPTION:

This course includes a study of disease and procedural coding and classification system

### PREREQUISITES/CO-REQUISITES:

Credit level BIO 210 Minimum Grade of C or Credit level BIO 210 Minimum Grade of TC) or (Credit level BIO 110 Minimum Grade of C or Credit level BIO 110 Minimum Grade of TC) or (Credit level BIO 110 Minimum Grade of C or Credit level BIO 110 Minimum Grade of TC) or Credit level BIO 110 Minimum Grade of C or (Credit level BIO 112 Minimum Grade of C or Credit level BIO 112 Minimum Grade of TC) ) and (Credit level HIM 103 Minimum Grade of C or Credit level HIM 103 Minimum Grade of TC) and (Credit level AHS 102 Minimum Grade of C or Credit level AHS 102 Minimum Grade of TC) and (Credit level HIM 140 Minimum Grade of C or Credit level HIM 140 Minimum Grade of TC

\***Online/Hybrid** courses require students to complete the [Distance Learning 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.

### 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\*:**

- \* Students will be using textbooks 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 participating in weekly discussion posts.
- \* Students will be assigning ICD-10-CM codes to medical records.
- \* Students will be quizzed at the end of each chapter.

### **MODULE 1:**

#### **LEARNING OBJECTIVES: CHAPTER 2 AN OVERVIEW OF ICD-10-CM**

#### **ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.**

- Explain the development of ICD-10-CM and how this replaces ICD-9-CM
- List the official instructional notations in ICD-10-CM
- Format of ICD-10-CM
- Know the format of your ICD-10-CM book and how to tab your book

### **Module 2:**

## **Learning Objective: Chapter 3 ICD-10-CM Outpatient Coding and Reporting Guidelines**

**ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.**

- Identify the first listed diagnosis.
- Define assignment of codes for unconfirmed diagnosis.
- Describe code assignments for outpatient surgery.
- Outline assignment of additional diagnoses.
- Describe Z code reporting.

## **Module 3**

### **Learning Objectives: Chapter 4 Using ICD-10-CM**

**ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.**

- Demonstrate ability to utilize the Alphabetic Index and Tabular List
- Understand the steps to accurate coding.
- Use both the Alphabetic and Tabular List
- Outline the need for level of specificity in diagnosis coding.
- Assign codes based on laterality.

## **Module 4**

### **Learning Objectives: Chapter 5 Chapter Specific Guidelines ICD-10-CM chapters 1-10**

**ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.**

- Review Infectious and parasitic disease codes.
- Analyze neoplasm codes.
- Examine the endocrine, nutritional and metabolic disease codes.
- Understand the mental, behavioral and neurodevelopmental disorder codes.
- Recognize the diseases of the circulatory system codes.

## **Module 5**

### **Learning Objectives: Chapter 6 Chapter Specific Guidelines ICD-10-CM Chapters 11-14**

**ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.**

- Examine the digestive system coding.
- Review the skin and subcutaneous tissue diseases.
- Understand diseases of the musculoskeletal system and connective tissue coding.

## Module 6

### Learning Objectives: Chapter 7: Chapter Specific Guidelines ICD-10-CM Chapters 15-21

#### ASSESSMENTS: ICD-10-CM BOOK, STEP BY STEP BOOK: SECTION EXERCISES, LEARNING OBJECTIVE AND GLOSSARY REVIEW, CHAPTER REVIEW AND CHAPTER QUIZ.

- Review the pregnancy, childbirth, and puerperium coding.
- Report services of certain conditions originating in the perinatal period.
- Examine the congenital malformations, deformities, and chromosomal abnormalities.
- Define the rules of symptoms, signs and abnormal clinical and laboratory findings that are not elsewhere classified.
- Identify the elements of coding injury, poisonings, and certain other consequences of external causes.

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

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:

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

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
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. Quizzes are 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 code book as well as your Step-by-Step Textbook. There is NO makeup for any quiz or final exam.

### **EVALUATION\***

Quizzes	20%
Homework	30%
Class Discussion	30%
<u>Final Exam</u>	<u>20%</u>
	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. 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 [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto:ssc@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.



## 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

**COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

**STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto:OCR@ed.gov)).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [jacquelyne.snyder@hgtc.edu](mailto:jacquelyne.snyder@hgtc.edu).

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [melissa.batten@hgtc.edu](mailto:melissa.batten@hgtc.edu).

## **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu).

## **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [Pregnancy Intake Form](#).