

This is a SouthArk Master Syllabus. The course syllabus distributed by the instructor may include additional requirements, must be followed by the student in the given term, and is considered to supersede the Master Syllabus.

Course Number
HCIT 2773

Course Title
Medical Coding Practicum

Course Description

Prerequisite: HCIT 2183 and HCIT 2191.

Supervised, on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

College Mission

South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

College Wide Student Learner Outcomes

Critical Thinking Responsibility Communication

ACTS Course **Program Course**

ACTS Outcomes

Program Outcomes

1. Conduct qualitative analysis to assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings, and discharge status of the patient.
2. Request patient-specific information from other sources.
3. Perform quantitative analysis of health records to evaluate compliance with regulations and standards.
4. Ensure facility-wide adherence to health information services' regulatory requirements (e.g., HCFGA Compliance Plan, Correct Coding Initiative).
5. Assign valid diagnosis/procedure codes using ICD-10-CM, ICD-10-PCS, and/or CPT.
6. Validate coding accuracy using clinical information found in the health record.
7. Validate reimbursement classification system assignments.
8. Collect the data necessary to assign patients to severity of illness categories.
9. Analyze the facility's patient case mix and payment rates to assure accurate/appropriate reimbursement.
10. Protect data integrity and validity using software or hardware tech

Course Learner Outcomes

CLO #	Course Learner Outcomes (CLO)	Unit Outcomes/Competencies	ACTS Outcomes	Program Outcomes	Critical Thinking	Communication	Responsibility	Assessment
CLO 1	Apply confidentiality and security measures to protect the patients' personal and health information.	2		4, 10	CT 3,		R2, R3	Evaluated by supervisor in a health-care facility.
CLO 2	Apply diagnosis and/or procedure codes using	2,4, 5,6		1,3, 5, 6	CT 1,		R3	Evaluated by supervisor in a health-care facility.

	ICD-10 and CPT coding conventions.				CT 3			
CLO 3	Demonstrate professional behavior while applying knowledge and skills to accurately perform coding, reimbursement, and related healthcare procedures in a variety of healthcare settings.	1-9		4	CT 1, CT 2, CT 3	C1, C2	R3, R4, R5	Evaluated by supervisor in a health-care facility.

Unit Outcomes/ Competencies/ Objectives

1. Demonstrate initiative, responsibility, positive attitude, time management, punctuality and work as a team member at a clinical site.
2. Follow ethical coding guidelines and the clinical facility's policies and procedures to maintain patient confidentiality.
3. Use effective communication skills (listening, observing, verbal, and written).
4. Utilize knowledge of anatomy and physiology, pathophysiology, pharmacology, and medical terminology to assign diagnosis and procedure codes using the ICD-10 and CPT coding systems.
5. Meet accuracy and productivity standards for coding set by the clinical site.
6. Utilize and apply appropriate quality checks to ensure that codes assigned are supported by documentation in the medical record.
7. Follow the clinical site dress code policy and display appropriate attire for the clinical site.
8. Utilize and maintain various types of office equipment used in the clinical setting (copy machine, fax machine, etc.).
9. Complete a minimum of 100 hours of supervised coding experience in a clinical setting.

Assessment Description(s)

COURSE REQUIREMENTS:

- minimum average score of 70% on preceptor evaluations
- minimum average score of 70% on clinical reports
- minimum 100 practicum hours

Course Grading Scale:

- A- 90% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- B- 80% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- C- 70% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum hours
- D- 60% or more of total possible points and a minimum of 70% on preceptor evaluations and a minimum of 70% on clinical reports and completion of a minimum of 100 practicum
- F- Less than 60% of total possible points or less than 70% average on preceptor evaluations or less than 70% on clinical reports or failure to complete a minimum of 100 practicum hours

All students majoring in Health Information Technology (HIT) must make a final grade of "C" or better in all courses in order to graduate.

Materials and Technological Requirements

Step-by-Step Medical Coding; Buck, Carol; 2016; ISBN: 9780323393829
The Complete Official Code Book ICD-10-CM; 2016; ISBN: 9781622022120
The Complete Official Code Book ICD-10-PCS; 2016; ISBN: 9781622022168
Current Procedural Terminology; American Medical Association; 2016
Internet Access
Microsoft Office
Medical Dictionary (optional)

Class Attendance Policy

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

Courses which meet once a week	2 absences
Courses that meet twice per week	3 absences
Courses that meet four times per week	5 absences

Summer Session

Courses that meet four times per week in a five week session	3 absences
Courses which meet two evenings per week in a 10 week session	3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

Jury Duty/Military/Official School Function

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.
- 6) Be given a reasonable time frame in which to complete missed coursework

Academic Honesty Policy

Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.

- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Learning to determine disciplinary action.
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's academic appeals procedure.

Equal Opportunity-Affirmative Action Statement

South Arkansas Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

Library Services

Library Homepage: <http://southark.libguides.com/homepage> Library Contact: LibraryStaff@southark.edu or 870.864.7115

Procedures to Accommodate Students with Disabilities:

If you need reasonable accommodations because of a disability, please report this to the Vice President of Student Services with proper documentation. . VPSS Contact: 870.875.7262

The Early Alert System

In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans. Students referred through the Early Alert System will be required to work on a corrective action plan with their student advising coach and to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC).

Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

Behavioral Review Team

At South Arkansas Community College (SouthArk), we are committed to proactive leadership in student wellbeing and campus safety. By focusing on prevention and early intervention with campus situations that involve any person experiencing distress or engaging in harmful or disruptive behaviors, the BRT will serve as the coordinating hub of existing resources to develop intervention and support strategies and offer case management. Students, faculty, staff, and campus guests are encouraged to report any person on campus who is a concern. BRT Contact: 870.875.7262 BRT@southark.edu

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