Santa Barbara City College
HIT 280 – Medical Coding Practicum
Syllabus

Instructor:
Lynette M. Williamson, MBA, RHIA, CCS, CPC

Email address:
Use Moodle Email OR Lmwilliamson@sbcc.edu

Note: There is no need to send email to both accounts use one or the other but do not send the same question/email twice (once via course email and once via sbcc.edu account!)

Instructor Office Hours:
Office hours are by appointment and can be held using Moodle chat function in course, CCC Confer, and/or Skype.

Course Communication:
Students can post in course forums questions related to assignments and/or other course related issues. Postings related to assignments should be general in nature and used to foster discussion not seeking to find correct code assignments. All students in class can respond to postings.

Students can email course instructor on questions related to graded assignments or as directed in course.

Course Introduction:
HIT 280, Medical Coding Practicum, serves as the capstone course for students completing the Medical Coding Specialist Certificate Program of Study and emphasizes application of clinical classification systems, coding, case mix analysis, and use of coded and abstracted data. Discussion focuses on directed practice activities. Supervised clinical experience in performing actual tasks and responsibilities focuses on coding patient care records.

During the semester students are assigned to an affiliated health-related agency for supervised clinical practice. Students shall have the status of learner and shall not be considered agency employees, nor shall they replace agency staff. Clinical practice is conducted as a non-paid, laboratory experience.

Students also have the option of completing course coding requirement in a virtual way using charts/records provided to them in the course. Students have this option for several reasons including challenge of finding a facility in their geographical area and time restrictions. Students doing Virtual option must notify instructor via Moodle internal
email by date specified on course calendar. Instructor will respond and authorize student to complete coding via virtual option.

The AHIMA CCA (Certified Coding Associate) Competency Statements (called Domains, Subdomains and Tasks) covered in the SBCC medical coding certificate program are:

Domain 1 Health Data Management
1. Collect and maintain health data.
2. Analyze health records to ensure that documentation supports the patient’s diagnosis and procedures, reflects progress, clinical findings and discharge status.
3. Request patient-specific documentation from other sources (for example, ancillary departments, physician’s office, and so on).
4. Apply clinical vocabularies and terminologies used in the organizations health information systems.

Domain 2 Health Information Requirements and Standards
1. Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
3. Report compliance findings according to organizational policy.
4. Assist in preparing the organization for accreditation, licensing and/or certification surveys.

Domain 3 Clinical Classification Systems
1. Utilize electronic applications to support clinical classification and coding (for example, encoders).
   a. Assign principal diagnosis (inpatient) or first listed diagnosis (outpatient).
   b. Assign secondary diagnosis(es), including complications and comorbidities (CC).
   c. Assign principal and secondary procedure(s).
3. Assign procedure codes using CPT coding guidelines.
4. Assign appropriate HCPCS codes.
5. Identify discrepancies between coded data and supporting documentation.
6. Consult reference materials to facilitate code assignment.

Domain 5 Information and Communication Technologies
1. Use personal computer to ensure data collection, storage, analysis and reporting of information.
2. Use common software applications (for example, word processing; spreadsheets; email) in the execution of work processes.
3. Use specialized software in the completion of HIM processes.

Domain 6 Privacy, Confidentiality, Legal and Ethical Issues
1. Apply policies and procedures for access and disclosure of personal health information.
2. Release patient-specific data to authorized individuals.
3. Apply ethical standards of practice.
5. Protect data integrity and validity using software or hardware technology.

**Course Objectives and AHIMA CCA (Certified Coding Associate) Competencies:**
Upon completion of this course, students should be able to demonstrate competencies in the following areas at the appropriate skill and knowledge level [AHIMA CCS Competency statement:
1. Analyze patient health records to identify principal or first-listed and secondary diagnoses. [Domain 1.2, 1.4]
2. Analyze patient health records to identify surgical procedures and operations or other services. [Domain 1.2, 1.4]
3. Abstract information from the medical record. [Domain 1.1, 1.2, 1.3]
5. Assign Diagnosis Related Groups (DRGs). [Domain 4.1a]
6. Code procedures and services using CPT. [Domain 3.3 through 3-6]
7. Assign Ambulatory Payment Classifications (APCs). [Domain 4.1b]
8. Evaluate accuracy of data submitted to fiscal agencies and explain reimbursement optimization practice. [Domains 2.1, 2.2, 2.3, 2.4, 4.2, 4.3]
9. Prepare a report on revenue cycle activities for the clinical site.
10. List and briefly describe computer applications and encoders used at the clinical site. [Domain 5.1 through 5.3]
11. Discuss HIPAA privacy and security for health information. [Domain 6.1 through 6.5]

**Student Learning Outcomes for HIT 280**

<table>
<thead>
<tr>
<th><strong>Student Learning Outcome #1</strong></th>
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<tbody>
<tr>
<td>Analyze health record documentation and apply coding classification concepts and guidelines</td>
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**Student Learning Outcome #2**

<table>
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<tr>
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<tbody>
<tr>
<td>Assign ICD classification codes for diagnoses and procedures</td>
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</tbody>
</table>
**Student Learning Outcome #3**
Assign HCPCS classification codes to procedures and physician services

**Student Learning Outcome #4**
Explain the impact of Data Quality on the field of Medical Coding

**Student Learning Outcome #5**
Explain the impact of Electronic Health Records on the field of Medical coding

**Student Learning Outcome #6**
Explain HIPAA privacy and security

**Method of Instruction**
Students practice health record coding in a health information/medical record department of an acute care hospital under the direction of a Registered Health Information Administrator, Registered Health Information Technician, and/or Clinical Coding Specialist.

**Required Assignments (students doing on site practicum at a healthcare facility)**
1. Completion of HIPAA Privacy and Security Assessment
2. Student Resume – student will prepare a resume which may be made available to the medical coding practicum site prior to placement
3. Minimum of 40 records coded at the clinical site will be spent coding inpatient and outpatient health records and completing tasks related to data accuracy,
4. Written research paper
5. Online coding assignments
6. Participation in online forums
7. Evaluation of student performance by practicum supervisor (see Handbook)
8. Student evaluation of the course
Required Assignments (students doing virtual option)

1. Completion of HIPAA Privacy and Security Assessment
2. Student Resume – student will prepare a resume as if applying for a coding position
3. Coding of minimum of 40 records; 20 outpatient and 20 inpatient; records provided in course in pdf format
4. Online coding assignments
5. Participation in online forums
6. Written research paper
7. Student Evaluation of the course

Textbooks and Resources

- HIT 280, Medical Coding Practicum Handbook

Note: Updates can be found online for ICD-9-CM if student has an edition that is not for current fiscal year
- Encoder – grouper software at clinical site, as available for student use or online Encoder for students doing Virtual Option

Note: in most cases students would have above text/coding manuals from SBCC courses; HIT 200, HIT 210, and HIT 205. If more than one semester has passed between time student has completed HIT 205 and this course, student must contact instructor. Student’s doing virtual option are responsible for ensuring that coding manuals (ICD & CPT) are up-to-date for current fiscal year reporting.

Methods of Evaluation

Students going to a facility

<table>
<thead>
<tr>
<th>Required Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Read and Sign Practicum Policy Agreement (required)</td>
<td>0</td>
</tr>
<tr>
<td>Online/Coding Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Resume Assignment</td>
<td>10</td>
</tr>
<tr>
<td>HIPAA Assignment/Assessment</td>
<td>10</td>
</tr>
<tr>
<td>Paper</td>
<td>100</td>
</tr>
<tr>
<td>Site evaluation from onsite proctor</td>
<td>50</td>
</tr>
<tr>
<td>Forums</td>
<td>15</td>
</tr>
<tr>
<td>Course Evaluation</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>290</td>
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Students doing virtual/online option

<table>
<thead>
<tr>
<th>Required Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Read and Sign Practicum Policy Agreement</td>
<td>0</td>
</tr>
<tr>
<td>Online/Coding Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Resume Assignment</td>
<td>10</td>
</tr>
<tr>
<td>HIPAA Assignment/Assessment</td>
<td>10</td>
</tr>
<tr>
<td>Paper</td>
<td>100</td>
</tr>
<tr>
<td>Forums</td>
<td>15</td>
</tr>
<tr>
<td>Course Evaluation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>290</strong></td>
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Final grades will be posted in Pipeline.

Student Submission of Required Assignments / Course Deliverables:

- Each student will read and sign the Practicum Policy Agreement. The last page of the agreement will be scanned and then emailed to course instructor at Lmwilliamson@sbcc.edu or students can send email via Moodle mail with statement “I have read and understand practicum agreement”.
- Each student will complete and submit the HIPAA Privacy and Security Assessment. This is accessed by clicking on the link in course session. The student is permitted to take this assessment once per day until the student scores 10 out of 10 points while assessment is open. This assessment must be submitted before the student begins practicum at clinical site.
- Each student will compile a professional resume. The student will earn up to 10 points for this assignment and it will be graded on content, format and professional presentation.
- Each student going to a facility must ensure the site supervisor submits the Medical Coding Practicum Evaluation by Site Supervisor via fax or email attachment to the instructor.
- Each student will submit the written paper to the instructor as an attachment to in Moodle course. The report should be saved in Rich Text Format.
- Each student will complete and submit the course evaluation. This is accessed by clicking on the link in specified course session.
- Required coding assignments will be submitted via course and per noted instructions.
Grading Scale:

Grades will be calculated by placing the total points earned over the total points available. After conversion to a percentage, a letter grade will be determined based on the grading scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>290 to 260</td>
</tr>
<tr>
<td>B</td>
<td>259 to 232</td>
</tr>
<tr>
<td>C</td>
<td>202 to 232</td>
</tr>
<tr>
<td>D</td>
<td>174 to 201</td>
</tr>
<tr>
<td>F</td>
<td>173 and below</td>
</tr>
</tbody>
</table>

The final grade will be submitted after the student has completed the course deliverables and the SBCC instructor has received the clinical site supervisor's evaluation of the student’s performance. The final grade will be recorded at the end of the semester, based upon a cumulative grade for the tasks submitted. Failure to submit any task will result in a grade of zero for the task.

PAPER:

All students in this course will write and submit one research paper on topics identified in course assignment area.

This paper should be at least 4 complete pages of text (does not include cover sheet, abstract page, reference sheet). Student must have a cover sheet with student name, course name and title, and semester. References should be included in paper and there should be at least 5 references. The entire paper including the reference page/sheet MUST be in APA format. If APA format is not followed this will severely impact the final grade for the paper. Please see rubric provided in course. The paper is to be saved in in rich text format for submission in Moodle.

Online source for APA Style -
http://owl.english.purdue.edu/owl/resource/560/1/

Note: A complete page of text is a full page in a typical word processing document that is 8 ½ by 11 inches
Medical Coding Practicum Evaluation by Site Supervisor:
Each student is responsible to secure the evaluation from the clinical site supervisor. This evaluation should be completed at the conclusion of the practicum, after the student has reviewed the coded records with the clinical site supervisor or his/her designee. The clinical site supervisor should fax this form to the SBCC course instructor using the telephone fax number as listed at the top of the form. Alternatively the clinical site supervisor may email the completed evaluation to the course instructor.

Virtual Option:
Students will have the option to complete all course requirements in a virtual practicum mode. If this option is selected students will have records provided to them in an electronic format and they will submit code(s) via answer sheet. This will be submitted to course instructor using Moodle assignment submission area. Students doing this option will also have to complete all assignments as outlined above. The course instructor will take the place of the site supervisor and will complete the practicum evaluation based on student's coding of records/cases. This option is available at beginning of course or later in the course if student is unable to be placed at a facility. Student is responsible to identify to course instructor via Moodle email that they are doing this virtual option by date stated on course calendar. If student has not been placed at a facility they will have the choice of doing this virtual option or withdrawing from course.

Credit and Credit Deadlines
You will be expected to complete this practicum course within the regular semester period.

Study Groups
Study groups are not required for HIT 280, Medical Coding Practicum, but they are recommended.

Attendance
Attendance at professional practice site is arranged between the clinical practicum site supervisor and the student.

Documentation
Students are expected to submit documentation according to the due dates listed in the course calendar. Students are required to keep a copy of all submitted documentation.

Academic Honesty
The instructor expects and trusts each student to maintain high standards of honesty and ethical behavior. All assignments, including examinations, research papers, position papers, projects, homework assignments, and threaded discussion postings, submitted in fulfillment of the course requirements must be the students’ own work. All
assignments except those designated as "group" are meant to be individual efforts. Group efforts are meant to be equal efforts of all group members. It is assumed that students will perform professionally and honestly in preparing work for this class. Per SBCC policy, academic dishonesty includes cheating on exams or assignments, using other individuals to take a course or exam, unauthorized use of commercial research services in creating assignments, plagiarism, providing information to others without the instructor’s permissions or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.

According to Council of Writing Program Administrators website, plagiarism can be defined:

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.


To avoid plagiarism, please go to the Owl of Purdue’s website at http://owl.english.purdue.edu/owl/resource/589/01/ and follow the important safe practice tips.

It is important that you carefully read and understand the SBCC document called “Academic Honesty Defined and Outlined.” To view this document, refer to Course Orientation learning module under Calendar and Lessons.

Clinical Site Placement (Please read carefully)
Each student will read and sign the Practicum Policy Agreement which can be accessed from the Moodle course homepage, and will fax or email the agreement to the course instructor. The agreement must be received by the course instructor prior to starting the practicum at the clinical site.

Arranging the Practicum - Selection of Clinical Site
Students will notify the SBCC HIT practicum instructor of their intent to participate in the clinical practicum not later than the first week of registration for the course.
The SBCC HIT instructor will verify the student has completed the prerequisites for participating in the practicum. The practicum is the capstone or final course in the Medical Coding Certificate program.

Each student will submit a list of five possible clinical sites with the point of contact information to the SBCC instructor. The contact information will include the clinical site supervisor’s full name, credential, hospital name, mailing address, telephone number and email address.

The SBCC HIT instructor will contact the clinical site(s) to request clinical placement and make preliminary arrangements, including the forwarding of the Medical Coding Practicum Handbook to the clinical site supervisor.

After the SBCC instructor has notified the student of placement at a specific clinical site, the student will contact the site to schedule the dates and hours during which they will be working at the clinical site. Students are responsible to arrange and pay for completion of criminal background checks, physical examination and/or proof of current immunizations, if required by the affiliation agreement between SBCC and the clinical site. The SBCC instructor will advise you of these requirements. The student’s schedule will be conveyed to the SBCC instructor after confirmation with the clinical site.

**Participating in the Practicum**

**Student Decision to Drop the Practicum**
Students must notify the SBCC HIT practicum instructor making the clinical assignment regarding their intention to drop the clinical practicum at any time before or after the clinical practicum assignment. Failure to notify the HIT practicum instructor in adequate time to schedule another student at the site will result in the student taking responsibility to locate any future clinical site assignments and confirm all arrangements prior to enrollment in the course in a subsequent semester.

Once the practicum arrangements are finalized between the student and the clinical site supervisor, the student will communicate in writing or face-to-face with the clinical site supervision regarding their decision to withdraw.

**Confidentiality and Professional Ethics**
Students must maintain the confidentiality of health information pertaining to patients, physicians or hospital business.
Students must adhere to the AHIMA Code of Ethics and Standards for Ethical Coding.

**Student Attendance**
Students shall report to the clinical practicum site on the days and at the times they have arranged with the clinical site coordinator. Students must adhere to the arranged schedule and communicate with the clinical site coordinator regarding any absences.

**Student Conduct and Behavior at Clinical Site**

Students should remember that they are at the clinical site as a student working to gain practical knowledge. Although students are not considered employees of the facility, they are expected to observe the policies and procedures relating to employees unless otherwise instructed by the clinical site coordinator. Students are expected to show courtesy and respect to the HIM staff, physicians, all health care facility staff and patients with whom they have contact.

Students should dress professionally while performing the clinical practicum at the site, and adhere to the clinical site’s dress code and the code of conduct. It is each student’s responsibility to inquire about specific clinical site requirements regarding these matters. Students should be flexible regarding activity changes while at the site. Clinical practicums are an extra duty for the clinical site coordinator and the HIM staff assigned to work with students. Students should work with the department staff to lessen any disruption caused by their learning experience.

Students must request permission from the clinical site coordinator to photocopy any material related to the practicum objectives. If copies are allowed, all patient and health care provider identifying information must be obliterated. Students may not use the facility copier to reproduce non-practicum related information.

Students should expect to experience different methods of accomplishing tasks. These methods may differ from those used at other health care facilities where students have completed previous clinical practicums or where students are employed. Students must not criticize a facility’s policies and procedures and should not voluntarily compare policies and procedures of various facilities.

Students should not become involved in clinical site disputes or unprofessional activities. Students may listen to discussions but are advised not to comment or offer opinions on these discussions.

Students should be self-reliant, research coding principles or guidelines you have forgotten before you ask questions, and practice good time management. Students should not expect to receive one-on-one attention from the clinical site coordinator or HIM staff. The clinical site coordinators and HIM staff provide the practicum experience because they are committed to mentoring future HIM professionals and as such it is in addition to their usual assigned tasks.

Students should not make or receive personal telephone calls, except in emergencies. When using the telephone, keep your conversations brief. When leaving the HIM department (except for restroom breaks), let the clinical site coordinator or the HIM staff
member with whom you have been assigned know where you are going and when you expect to return.

Students should remember that this is actual work experience. This experience oftentimes provides a valuable reference when students seek employment after program completion.

**Conflict Resolution**

Students should communicate problems encountered at the site, first with the clinical site coordinator; then with the course instructor if problems remain unresolved. If it is not possible to amend the situation, the student will be removed from the site and, if required, reassigned to another site.

Problems necessitating removal/reassignment of a student would be, but not limited to, the following:

1. Inadequate utilization of student time such as: student substituted for paid employee; student not receiving exposure to other than a limited number of activities; student not experiencing activities required.
2. Student behavior detrimental to the morale and conduct of business within the professional site will be grounds for removing the student from the affiliation. Such conduct is ignoring or overriding the requests of the professional site supervisor or designee, failure to adhere to policies and procedures of the professional site; chronic tardiness and inattention to scheduling or presentations are examples of behavior not acceptable for students.
3. Student conduct that conflicts with the AHIMA Code of Ethics or student conduct that constitutes illegal action will lead to further disciplinary procedures that may include dismissal from the Medical Coding Specialist Certificate Program and/or SBCC.

**An Important Note for All Students**

It is your responsibility to read and comply with all regulations outlined above. Any questions regarding these regulations should be addressed to:

Santa Barbara City College
Health Information Technology
721 Cliff Drive
Santa Barbara, CA 93109-2394
Telephone: (805) 965-0581. Ext. 2851
Email: onlineHITCIM@sbcc.edu

**About Your Instructor**

Lynette Williamson has been in the Health Information Management and Coding field for over 20 years. She has a Bachelor of Science degree in Health Information Management from Florida International University in Miami, FL. She also holds a Masters of Business Administration with a concentration in Global Management from the University of Phoenix. She is a Certified Coding Specialist and a Certified Professional Coder. Lynette is also a member of the Pennsylvania Health Information
Management Association (PHIMA) and the New Jersey Health Information Management Association (NJHIMA). She is a past chapter officer for the Garden State Chapter of the American Academy of Professional Coders (AAPC), and is an active member of the American Health Information Management Association (AHIMA) having served on national committees. Lynette has been an instructor in Health Information Technology (HIT) and coding for the past ten years. She has developed online classes for medical terminology, pathophysiology, anatomy & physiology, coding, and healthcare reimbursement. She has taught students at Thomas Jefferson University in Philadelphia PA and Camden County College, in South Jersey. Currently, Lynette resides in the Philadelphia PA metro area.