

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: MAP 108
CLASS DAY/TIME

3 Credits

INSTRUCTOR:
SEMESTER/YEAR:

COURSE DESCRIPTION: The focus of this course is to learn and understand the basic guidelines to be able to apply diagnostic and procedural codes to patient records for the purpose of preparing insurance claims. Topics covered include learning how to use the code books, understanding chapter guidelines, legal and regulatory issues, ICD-10-CM, CPT, and HCPCS coding (not a required code book), quality assurance for evaluation and management coding, and coding for medical necessity. Course fee required. Total of 45 hours of lecture. Students must receive a grade of “C” or better in all required MAP and PLB courses prior to registering for this class. Semesters offered: Fall, Spring, Summer.

TEXTBOOKS:

2019 Step- by- Step Medical Coding, by Carol J. Buck, MS, CPC, CCS-P, Elsevier

CODE BOOKS:

2019 ICD-10-CM, Expert, published by the AAPC

2019 CPT, Professional Edition, published by the AMA

2019 HCPCS, Expert, Level II, published by the AAPC (Needed only if sitting for the AAPC certification exam)

STUDENT LEARNING OUTCOMES:

1. Utilize current ICD-10-CM, CPT and HCPCS code books to accurately convert medical record source document information into codes for purposes of billing and reimbursement.
2. Utilize knowledge of concepts of medical necessity, correct coding initiative guidelines, and documentation requirements to develop accurate and appropriate coding for a variety of clinical situations.
3. Apply knowledge of CMS reimbursement methodologies and documentation regulations to develop accurate and appropriate coding for a variety of clinical situations.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 3 credit course achieves the minimum of 150.0 hours of total time by requiring 50.0 hours of instructional time and 100 hours of student work outside of instructional time.

Accounting for Credit Hour Requirement

Assignment/Assessment	Clock Hours
Homework, Reading, and Coding Exercises	90 hours
Studying for regular exams/quizzes	10 hours
Final Assessment (Common Final Exam)	15 hours
Total out of class time	115 hours

COURSE CONTENT OBJECTIVES:

1. Describe and understand the general principals of medical record documents.
2. Know the purpose and use of ICD-10-CM, CPT, and HCPCS.
3. Identify the ICD-10-CM/CPT/HCPCS coding assignment necessary for physician services.
4. Understand coding for medical necessity.
5. Know how to use the 95/97 Evaluation & Management Guidelines

ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:

Homework	25%
Tests & Quizzes	35%
Attendance & Professionalism	10%
Final Exam	30%
Total:	100%

The final grade is based on the following scale:	90 – 100%	A
	80 – 89.9%	B
	75 – 79.9%	C
	60 – 74.9%	D
	Below 60%	F

PLEASE NOTE: Grades will not be rounded up to give students a higher letter grade.

COURSE POLICIES:

1. In the event of inclement weather, students are advised to check their campus email account and/or local radio and television stations, where cancellations will be disseminated. The instructor will also post instructions in Moodle related to delays and cancellations.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of

“zero” or a reduced grade if partially completed. Failure to notify the instructor within 2 days of the due date of an assignment that the student was unable to complete due to “computer” problems will result in a zero for the assignment with no discussion. Student may email. If this problem occurs more than once, student will be required to complete his/her assignment(s) from a college or other public computer. **All grades in Moodle are final and no adjustments will be made.**

3. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if emailed assignments are not received and Moodle assignments not seen.
4. **Cell phones are to be silenced during class and need to be placed in purse, pocket, etc at all times during the class period. Cell phones being used for other than class work will be collected and held to the end of class.**
5. Laptops will be allowed for note-taking unless the student abuses the privilege by using the laptop for purposes other than note taking during the class, at which time the student will be required to turn off the laptop.
6. All tests will be given at the Student Testing Center. Students are expected to be on time. Instructor reserves the right to limit the time the late student has to complete any practice quizzes, tests depending on time of arrival, may not permit student to take the quiz/test at all.
7. *Students are **expected** to read the chapters as noted in the Topic Outline **before** class begins. Lecture time will be spent reviewing the high points of each chapter, and students are expected to participate. Students should not complete any part of the in-class activities noted on the Topic Outline unless instructed otherwise. Not all chapter exercises will be reviewed in class. Scenarios will be presented during class time as well. All assigned homework will be due as indicated on the topic outline.*
8. **Disclaimer:** The instructor reserves the right to modify course content.

HONOR CODE:

“I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them or tolerate those who do.”

PLAGIARISM/ORIGINAL WORK POLICY:

Plagiarism involves using another’s work and presenting it as one’s own. This includes using information that is not documented accurately, copying another’s work and presenting it as one’s own, **obtaining work and/or test questions from a former student**. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college. **This policy applies to all graded assignments (including homework), i.e. homework must be done alone.**

CLASS ATTENDANCE POLICY:

1. Students are expected to attend all regularly scheduled classes. Attendance is taken at each class meeting. Attendance, **arriving late, and leaving early** count equally against the attendance grade, which is 10% of the student’s final grade. See Attendance policy

below for exceptions. In the event a student misses a test, the student is expected to contact the instructor by email or phone call/text prior to the start of the class (except in the instance of true medical emergency or accident, in which case contact should be made as soon as possible) in order for the instructor to consider a make-up exam. In the case of absence due to an emergency, participation in an official College function, illness, or other valid, documented situation, it is the responsibility of the student to check Moodle for the work that was missed as well as the work due on the next class meeting.

2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by May 14, 2019 to get a refund**). Failure to do so could result in the recording of an "F" grade for that class.

Attendance Policy:

- a. Students will be allowed one unexcused absence/tardy per semester that will not count against their course attendance grade.
- b. Any additional absences/tardiness will only be excused for: 1) student illness with physician/hospital excuse; 2) court appearance with appropriate court order; 3) death of a first degree relative, or 4) in the event of inclement weather as specified in the College Guide. Absences/tardiness not meeting the above criteria will be reflected in the course attendance grade.

Make Up Policy:

- a. Students who miss unannounced quizzes or extra credit activities will not have an opportunity to make up the work. This could severely compromise your ability to successfully complete course competencies.
 - b. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.
 - c. Tests 1-3 will be given online at the HCC Testing Center and will be open for a total of 67 hours spread over 7 days. It is the student's responsibility to make the time to take the test. The final exam will be given during the last class of the Summer session at the HCC Testing Center.
 - d. Makeup for tests will be allowed for the absences as described in point "b" of the Attendance Policy. The student is responsible for communicating with the instructor to arrange the makeup date and time within 7 days of the missed test. Failure of the student to make these arrangements will result in a grade of zero for the test.
3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a **minimum of 20 minutes** before departing. All cases of time shall be guided by the time displayed in the classroom.

PROFESSIONALISM POLICY

The following are considered to be unprofessional and will therefore have a negative effect on the professionalism portion of the grade and may result in the removal of the student from the classroom:

1. Arriving late or leaving early habitually.
2. Distracting behaviors including, but not limited to: eating in class; frequently leaving the classroom; whispering/talking to others; monopolizing discussions or calling out answers on an ongoing basis and without regard for classmates or instructor.
3. Use of foul language or outbursts that are inappropriate.
4. Sleeping in class or other body language that is perceived as the student not wanting to be in class.
5. Clothing that is suggestive or inappropriate (pajamas, low cut blouses, low cut pants, sheer blouses or pants, etc.)
6. Checking for texts and/or texting, phone calls; using laptop for **non-class related** reasons.

COURSE EXPECTATIONS:

1. The instructor requests that you ask questions on the practice exercises and the homework-this is how you learn and questions show that you are using critical thinking skills.
2. Instructor expects you to do your own work. It is permissible to participate fully in study groups and ask/answer general questions with other students. However, your work is expected to be completed by you.
3. Instructor expects you to keep up with your course schedule as outlined in the syllabus and also posted on Moodle. YOU are responsible for watching your deadlines and turning in assignments on time.
4. Student is expected to have the required textbook, coding books, and supplies to fully participate in class activities and to complete the assignments.

TOPIC OUTLINE:

Content covered in class:

- *Highlights of the chapter content. Students are expected to read the chapter(s) before each class*
- *Instructor will answer any specific questions about the content*
- *Complete coding problems in class*
- *Complete overview of guidelines and codebook*
- *Review and code scenarios (rather than one-line problems) together*
- *Show examples of various codes as they will appear in ICD-10-CM*

CONTACT INFORMATION:

E-mail: **Emergency Only:** text to

Please email (***THIS IS THE BEST WAY TO CONTACT ME***) if you are going to be absent, late, or have homework assignment questions, etc. Please allow up to 8 hours to respond.

Office Hours: Wednesdays after class. I am available to any student needing extra help with course material.

Services for Students with Special Needs: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Course outline is tentative and may be subject to change upon instructor protocol