

Hagerstown Community College
Official Course Syllabus Document

COURSE: MAP 211 Coding and Certification Prep

INSTRUCTOR:

SEMESTER/YEAR:

COURSE DESCRIPTION: This advanced course builds upon the ICD-10-CM, CPT, and HCPCS coding skills acquired in previous courses. Emphasis is placed on evaluation and management, hospital, surgery, radiology, anesthesia, and other specialty areas. Students will use detailed medical reports to code scenarios. Detailed use of modifiers and CCI edits will be covered. Course fee required. Total of 45 academic hours of lecture. Students must receive a grade of “C” or better in all MAP and PLB required courses prior to registering for this course.

TEXTBOOK: Physicians Coding Review by Carol J. Buck. The Next Step by Carol Buck, Annual edition, ICD-10, CPT, HCPCS code books, annual editions.

STUDENT LEARNING OUTCOMES:

1. Utilize current ICD, CPT and HCPCS code books to accurately convert medical specialty and hospital medical record source document information into codes for purposes of billing and reimbursement.
2. Apply concepts of medical necessity, correct coding initiative guidelines, local coverage determinations and documentation requirements to develop accurate and appropriate coding in both hospital and non-hospital settings.
3. Apply knowledge of CMS reimbursement methodologies and documentation regulations to develop accurate and appropriate coding for various 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 112.5 hours of total time by requiring 37.5 hours of instructional time and 75 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Assignment/Assessment	Clock Hours
Homework – Reading, Coding Exercises	60 hours
Studying for regular exams/quizzes	20 hours
Research Paper/Project	20 hours
Final Assessment (Common Final Exam)	15 hours
Total out of class time	115 hours

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

Homework	35%
Audit Quizzes	25%
Attendance/Professionalism	10%
Final Exam	30%

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. All assignments must be completed within the time frame indicated on the outline.
2. If an assignment is missed, then a grade of '0' (zero) will be given for that assignment.
3. It is the student's responsibility to officially withdraw from any class that s/he ceases to attend. Failure to do so will result in the recording of an 'F' grade for that class.
4. The grade that is posted on Moodle when you finish an assignment is not necessarily the grade that you will receive for that assignment. Moodle automatically grades assignments but the posted Moodle grade is determined by the instructor. For example, if there are questions that need to be reviewed by the instructor this may impact your grade. Also, a student may go on-line and complete an assignment that they were ineligible to take – if this occurs that assignment grade will be adjusted as required.
5. It is the student's responsibility to ensure that they have Internet access for completion of their on-line activities. This can be from home or use of a college campus computer lab. No deadlines will be extended due to a technical issue when a student waits to the last minute to complete an assignment. The exception is if HCC notifies that there is an un-scheduled outage that would impact access for students. Scheduled downtimes by HCC will not be an acceptable excuse – it is the student's responsibility to plan ahead for these issues.
6. The instructor reserves the right to modify course content at any time.

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. 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.

CLASS ATTENDANCE POLICY:

1. Students are expected to attend all regularly scheduled classes. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the

responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.

2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by March 13, 2019 to get a refund**). Failure to do so will 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 clinical class work 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. A test missed on the day of the student's one unexcused absence can be made up as long as the student communicates with the instructor and completes the makeup test within 7 days of the original test date. The **maximum allowed grade** for the test will be a **75**. Failure to communicate with the instructor and arrange the makeup test date and time will result in a grade of a zero for the test. This policy **does not** include the Final Exam.
 - 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 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.

COURSE EXPECTATIONS:

1. The instructor expects the student be willing to put in the time required for you (the student) to be successful. This course requires a lot of hands-on exercises and these are important to you grasping all concepts of the material.
2. 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.
3. The instructor requests that you practice good "etiquette" at all times. We are working in a setting to prepare for employment. This means that the same rules of professionalism, courtesy and respect are to be followed. This includes during the lecture class and on-line interactions with the instructor and fellow students.

4. I expect 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.
5. I expect you will keep up with the 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.
6. I expect you will have the required textbooks, coding books and supplies to be able to fully participate in class activities and to complete the assignments.
7. I expect that you will read and review all textbook chapters, PowerPoints or other reference materials as posted on Moodle.
8. I ask that you speak with me on any/ all course issues that may be impacting your ability to learn so that it can be addressed in a timely manner.

TOPIC OUTLINE:

****Outline is tentative and may be subject to change upon instructor protocol****

CONTACT INFORMATION:

Instructor

Services for Students with Special Needs: Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273 to request accommodations.