

RECEIVED DEC 04 2007

PROPOSAL FOR COURSE CHANGE

To: Curriculum Committee

From: Biological Sciences

Date submitted: October 30, 2007

Request for: Course change _____ Course deletion _____ Course addition X _____
(Excluding course credit hour changes)

Submitted by: Melinda Wilkins, HIM Program Director *mw*

Approved by: Department Head: *Charles Hays*
Dean of School: *McMahon 11-30-07*

Reviewed by: Registrar: *Sammy Rhodes*
Vice President:

I. Catalog description: HIM/AHS 2033 Coding Princ. for Med. Office - Prerequisites: AHS 2013, 1023, BIOL 2004, or permission of instructor. A study of medical coding using ICD-9-CM and CPT codes in the medical office. Students will be taught to evaluate patients' medical records to correctly assign both diagnostic and procedural codes required for healthcare reimbursement in the medical office setting.

*12-10-08
KR*

Effective date or term: Fall, 2008

*Course fees: None.

II. Justification and feasibility of course:

A. What is the need for this course? Who will take it?

This course will fill a huge need in the Medical Assisting curriculum as well as offering an elective course for those Health Information Management students that are interested in a career in the medical office.

B. How does it relate to other work being offered by your department? Is there an overlap with other courses in the department?

HIM/AHS 2033 Coding Principles for the Medical Office is to be an addition to the Medical Assisting Curriculum. This is an area identified through assessment, accreditation and certification testing as an area that requires additional training. The current courses taught on campus center on hospital coding for Health Information Management majors.

*app CC 11/14/08
app FS 12/3/08*

C. Is this course part of any general plan of development within your department?

Yes. The Medical Assisting Program is working to update curriculum that is in keeping with the present career environment in the field. This change will also aid in accreditation efforts by giving students the latest in ICD-9-CM and CPT coding, which they encounter routinely on the job. Medical Assisting majors are currently required to enroll in HIM 3033, the beginning coding course. However, this course focuses on hospital coding whereas medical assistants work in a medical office setting. Therefore, it is felt that the proposed course would be much more in keeping with the skills needed.

D. How often will the course be offered?

Each fall semester.

E. How will the course be staffed?

The course will be developed and taught by existing faculty. This faculty member has expertise both in the coding area as well as a Certified Medical Assistant. She previously taught Medical Transcription courses, which have been proposed for deletion due to availability on the ATU Ozark Campus. Therefore, no additional faculty are needed.

F. When applicable, state with which departments you have specifically coordinated this change? (If unable to identify coordinating departments that change affects, Academic Affairs can offer assistance in identifying course use.)

List Department Head/
Program Director Consulted:
(Add to list as needed)

Indicate Support
for Proposal
(yes/no)

Date:

1. Phyllis Cox, Director
Medical Assisting Program

Yes

October 1, 2007

2.

3.

4.

5.

If no, please attach explanation from responding Department Head indicating why they do not support the proposal.

***Note: Each new course proposal must include a short explanation describing how the new course integrates with the assessment process of the department in which the course will be taught.**

*Updated 8/1/04

**Updated 9/1/05

Arkansas Tech University
Health Information Management Program

Course: AHS/HIM 2033 Coding Principles for the Medical Office

Instructor: Chris Merle, MS, RHIA, CMA
Temporary Building #5
Phone: 968-0364
E-mail: cmerle@atu.edu
Office Hours: MW 9-11, 12-1, 3-4
F 9-11
TR By appointment

Description: A study of the principles of disease coding using the ICD-9-CM classification system and procedural coding using CPT-4 for use in the physician office. Areas emphasized during the course include: the purpose of coding, the definition of key terms, accurate application of coding principles, and methods to assure quality data.

Texts: Step-by-Step Medical Coding, Carol J. Buck, Elsevier, current edition.
Physician version of the ICD-9-CM, 4th Edition, Any Publisher, current update.
Current Procedural Terminology, American Medical Association, current update.

Justification/Rationale: This course is designed to so that the student understands the purpose of coding and can correctly apply diagnosis and procedure codes in the medical office setting, ensuring quality data and keeping with the AHIMA and AAMT codes of ethics, as well as the Centers for Medicare & Medicaid Services (CMS) rules and regulations for coding and reimbursement.

Objectives:

- Validate coding accuracy using clinical information found in the health record.
- Assign diagnosis/procedure codes using ICD-9-CM.
- Assign procedure codes using CPT/HCPCS.
- Ensure office-wide adherence to compliance with regulatory requirements, including ICD-9-CM Cooperating Parties' Official Coding Guidelines, CMS Compliance Plan, and Correct Coding Initiative.

Evaluation: Grades for this course will be assigned as follows -
Exams - 75%
Lab Assignments/Homework - 25%

A PASSING GRADE MUST BE MADE IN BOTH CATEGORIES (Homework and Exams) OR THE STUDENT WILL RECEIVE AN "F" FOR THE CLASS!

At the time assignments are made, the instructor will notify students of the date they are due. Students are responsible for turning papers in on time. Late assignments will NOT be accepted.

You must contact the instructor prior to an examination if an examination will be missed. Make-up exams will be given at the discretion of the instructor and the final grade will be lowered 10% automatically.

The following grading scale will be used:

A 90-100
B 80-89
C 70-79
D 60-69
F 59 - 0

Communications Devices: Mobile communications (phone calls, text messaging, etc.) are absolutely prohibited during class. If a student is using such devices during class, he/she may be asked to leave and an absence may be incurred.

Attendance Policy: Students are being trained for professional positions in the health care environment. Accountability and reliability are important attributes of the successful professional. The student is expected to attend class. Excessive nonuniversity-excused absences (more than one per credit hour) will result in the student's grade being lowered one percentage point per absence. Students with 7 absences will be dropped from class with an "F."

Example: HIM 4033 – student is absent 4 times. Final grade is 90%. Student will receive 89% for a final grade.

Ethics: Unethical behavior will not be tolerated and is subject to disciplinary action or possible expulsion from the HIM program and/or TECH, as detailed in the TECH Student Handbook. Due process is outlined in the TECH Student Handbook. Each student must do his/her own work on examinations, assignments, and projects and maintain confidentiality of classroom discussions and information gained from all aspects of the educational experience, regardless of the setting. No cheating or plagiarism will be tolerated.

I may use <http://turnitin.com> to check any papers that you submit for grading.