CREDIT HOURS: 3
TERM: Winter 2017
INSTRUCTOR: Mary H. Stanfill, MBI, RHIA, CCS, FAHIMA

EXPECTATION FOR COMMUNICATION:
Office hours: By arrangement via email
Electronic mail: stanfill@ohsu.edu Best way to reach me is email.

Contacting electronically is the fastest way to reach instructor.
Course communication: Forums will be read at least weekly. Assignments will be returned within one week of receipt. Direct emails will be answered within 24-48 hours of receipt.

PRE-REQUISITES: Anatomy & Physiology/Pathophysiology, Medical Terminology/Pharmacotherapy. Students must provide evidence of completion of all prereqs prior to taking the class. Please contact instructor with questions. Signature required.

COURSE DESCRIPTION: This course will address the application of clinical classification systems and reimbursement methodologies with a focus on analysis and synthesis of case studies relevant to the Health Information Manager role. The course includes a more detailed study of key classification and terminology systems that are most commonly used to capture healthcare data. Student will also examine coding compliance and ethical behavior and the effects of both on revenue as well as key principles for managing the coding function. The course will include the use of software from AHIMA virtual lab. Both group discussions and individual assignments expected.

REQUIRED TEXTBOOKS/RESOURCES: HIM certificate students are required to become student members of the American Health Information Management Association (AHIMA). Go to www.ahima.org to join as soon as possible. This membership will provide a discount for the textbook and will provide other resources needed for this course.

(Note: This textbook is used for all courses in the HIM program. Two chapters will be used for this course.
3. Other resources will be listed in weekly assignments on Sakai.

COURSE COORDINATION:
This course is taught mainly with voice over power points. Assigned readings will be posted for each learning unit. Homework will include the assigned reading, written assignments, various application exercises, and answering questions in the student forums. All reading materials and assignments will be posted in the Sakai learning portal, which is the most up to date source.
SAKAI LEARNING WILL BE USED IN THIS COURSE:
This course will have an online component, which can be accessed through Sakai (http://sakai.ohsu.edu) OHSU’s online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Sakai Help Desk is available: Mon – Fri, 8 am – 9 pm; Weekends, 12 pm – 5 pm
Closed on all OHSU observed holidays

Contact Information:
(Toll-free) 877-972-5249
(Web) http://atech.ohsu.edu/help
(Email) sakai@ohsu.edu

Sakai will have the most current information about each week and you will find
• Links to lectures in Flash and MP3, along with a handout of the power point
• List of readings
• Assignments

EVALUATION: Points for assignments and forums are awarded weekly. A final project, in lieu of a final exam, is also assigned points.
Assignments: 70 % of grade
Final Project/Exam: 30 % of grade

GRADING:
Letter grades will be given for this course based on the following percentages and based on earned points.
90-100% A
80-89% B
70-79% C
60-69% D
<60% F

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department¹/Program Coordinator² will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.
2) If the grade is still overdue by the end of next week, the Department¹/Program Coordinator² will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.
3) If, after an additional week the grade is still outstanding, the student or Department¹/Program Coordinator² may petition the Office of Graduate students for final resolution.

¹ For courses that are run by a specific department.
² For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.
COURSE OBJECTIVES:

Students who successfully complete the course will be prepared to:

- Manage the HIM coding function, including application of standards and benchmarks, development of productivity standards, and analysis of staff performance data
- Examine coding compliance and ethical behavior and the effects of both on revenue under various reimbursement methodologies, including payment systems such as PPS, DRGs, APCs, RBRVS, and RUGs
- Recognize the importance of clinical documentation to support coded data and manage clinical documentation improvement (CDI) efforts
- Apply the appropriate clinical classification and terminology system(s) in electronic health record systems and monitor their use for healthcare data capture
- Identify implementation issues surrounding the use of emerging vocabulary and terminology systems in healthcare and understand the process for creating, testing, validating and maintaining data maps for specific use cases

STUDENT ACCESS:

OHSU is committed to providing equal access to qualified students with disabilities. Student Access determines and facilitates reasonable accommodations, including academic adjustments and auxiliary aids, for students with documented disabilities. A qualified student with a disability is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study. As defined by the Americans with Disability Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical conditions, chronic health issues, sensory impairments, mental health conditions, learning disabilities and ADHD. Student Access works with students with disabilities from all of OHSU’s educational programs and at each campus.

Each school has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning access issues for students with disabilities. The PAL works in collaboration with Student Access to implement recommended accommodations for students with disabilities.

It is recommended that you contact Student Access to consult about possible accommodations if you a) received disability accommodations in the past, b) begin experiencing academic difficulties, and/or c) are given a new diagnosis from your healthcare provider.

Learn more about Student Access:
Phone: 503-494-0082
Email: studentaccess@ohsu.edu
Website: www.ohsu.edu/student-access

COURSE OUTLINE/CALENDAR:

Complete instructions including required date of completion for each assignment is posted on Sakai learning portal. Please check regularly for updates as Sakai will have the most up to date information.
<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Topic</th>
<th>Readings</th>
<th>Course Assignments and Due Dates</th>
</tr>
</thead>
</table>
| Wk. 1  | Introduction to Clinical Classifications and Terminologies | LaTour & Eichenwald, Chapter 15; Giannangelo Chapter 1 | - View lecture  
- Post to Forums – Your Introduction  
- Post to Forums – Classification/terminology discussion question (5 points) |
| Wk. 2  | Reimbursement Methodologies | LaTour & Eichenwald Chapter 16 | - View lecture  
- Post to Forums – CAC discussion (5 points)  
- Post to Submission – Healthcare reform (10 points) |
| Wk. 3  | Documentation improvement, compliance and data integrity | Select readings on Sakai | - View Lecture  
- Attend CDI Software vendor demo  
- Post to forum – CDI programs (5 points)  
- Post to submissions – Fraud/abuse (10 points) |
| Wk. 4  | Introduction to ICD-10-CM and ICD-10-PCS | Giannangelo Chapter 1 | - View Lecture  
- Post to Forums – ICD10 Comparisons (5 points)  
- Post to submissions – ICD10 (10 points) |
| Wk. 5  | Introduction to CPT and HCPCS | Giannangelo Chapter 2 & 3 | - View Lecture  
- Post to Forums – HCPCS codes (5 points)  
- Post to Submissions – CPT code request (10 points)  
- Post to Submissions – Encoder (10 points) |
| Wk. 6  | Managing coding operations | Select readings on Sakai | - View Lecture  
- Post to Forums NCD/LCD (5 points)  
- Post to Submissions – Coding productivity (10 points) |
| Wk. 7 & 8 | Introduction to SNOMED CT and LOINC | Giannangelo Chapters 6 & 10 | - View Lecture  
- Post to Forums – SNOMED vs. LOINC (5 points)  
- Post to Submissions – SNOMED CT exercise (10 pts)  
- Post to Submissions – NLM VSAC exercise (10 pts) |
| Wk. 9  | Mapping and Legacy Data | Giannangelo Chapter 17 | - View Lecture  
- Post to Forums – Data maps (5 points)  
- Post to Submissions – Problem List Map (10 pts)  
- Post to Submissions – Mapping exercise (10 pts) |
| Wk. 10 | Application of Terminology and Classification Systems | Giannangelo Chapters 16 & 18 | - View Instructor Lecture  
- View Author Guest Lecture  
- Post to Forums – Evidence of progress (5 points)  
- Post to Submissions – UMLS exercise (10 pts) |
| Wk. 11 | Final Paper completed | | - Final paper (45 points) |

**FINAL PROJECT/EXAM**: The following project constitutes the final examination. Students are advised to begin the research early in the term and use the full term to complete the project. Several of the chapters in the Giannangelo textbook, though not specifically covered as assignments in the course, may be useful in the project. The final project is worth 45 points for 30% of the final course grade. The due date is posted in the course materials on Sakai, but it must be submitted by the final day of the term.
Project description:
Prepare a 5 to 10 page paper on the following topic. Students must use the AMIA template and Vancouver reference for citations. Students must have a minimum of 10 references which may include resources from the course materials, but should also include other sources identified by the student.

**Topic: Explore an emerging classification or vocabulary system**
Choose an emerging classification or vocabulary system, perhaps one that is listed in the Giannangelo textbook but was NOT explored in the course (students should NOT write about ICD, HCPCS, SNOMED or LOINC). Research the system thoroughly, using multiple resources, and address at least the following:

- Introduction of the classification/vocabulary system
- Background on the system and its intended purpose/use
- Evaluation of system against desired elements as discussed by Cimino and Campbell’s Desiderata from textbook
- Application of the classification/vocabulary system in light of healthcare industry developments today
- Address resource issues related to the implementation and use of the system (this could address, human resources, technology, etc.)
- Summarize your findings
- Develop a conclusion of thoughts

**COPYRIGHT INFORMATION**
Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

**ACADEMIC HONESTY**
Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

*In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student’s submitted work against multiple sources.*
To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

DMICE COMMUNICATION POLICY

1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at doctord@ohsu.edu.
3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at doctord@ohsu.edu and cc the instructor and the TA.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at ilgan@ohsu.edu.
5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 10-pm and weekends from Noon to 5pm. Do not contact the instructor.

Please use professional etiquette when communicating with peers and the instructor. This means avoiding aggressive or offensive language, showing respect for others’ opinions and positions, and conducting yourself as if you were face to face with them. Please pay special attention to etiquette in class forums and when using email. If you notice someone violating this policy, please make the instructor and TA aware of the problem.