Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should <u>not</u> be used to purchase course materials.

COURSE SYLLABUS

INFO 321
HEALTHCARE CODING AND CLASSIFICATION

COURSE DESCRIPTION

Development of coding and classification systems; analysis of the structure and organization of the medical coding function within the healthcare system; emphasizing the importance on ICD and CPT coding considerations, process evaluation and improvement, billing reimbursement, and related reporting issues central to effective and efficient operation and compliance.

RATIONALE

The student will demonstrate an understanding of the healthcare delivery system, collection of information, and compliance. To be successful in healthcare today, proper record keeping, analysis, and translation of data into useful information is necessary in order to increase efficiency and decrease costs.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING

A. Computer with basic audio/video output equipment

B. Internet access (broadband recommended)

C. Blackboard recommended browsers

D. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

A. Integrate a biblical worldview within informatics.

B. Illustrate the language, terminology, ontology, acronyms, coding, and classification systems of healthcare and health informatics.

C.   Analyze key issues involved in the migration of a paper-based health information management department to an electronic health information management department.

D.   Differentiate key legal, regulatory, and ethical issues related to the utilization of health information technology.

V.   **COURSE REQUIREMENTS AND ASSIGNMENTS**

A.   Textbook readings and lecture presentations

B.   Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C.   Discussion Board Forums (4)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 250 words and demonstrate course-related knowledge using at least 2 scholarly sources. In addition to the thread, the student is required to reply to 2 other classmates' threads and demonstrate course-related knowledge using at least 1 scholarly source. Each reply must be at least 150 words.

D.   Identification of Coding Standards Paper

The student will write a 750–1,000-word research paper in current APA format that focuses on the different standards that apply to the hospital setting in terms of data that is found within the healthcare record. The paper must include at least 3 scholarly sources in addition to the course textbook and the Bible.

E.   Data Analyzing Assignment

The student will compare the internal processes for a paper-based health record management, an electronic-based health record management, and a hybrid health record management by writing a 2–3 page paper; in addition, the student will include a table in the paper that compares and contrasts the above as well as include a detailed description of the flow of the record from one department to another and, finally, to the HIM department. The assignment must include at least 3 scholarly sources in addition to the course textbook.

F.   Journal Article Review

The student will review at least 2 articles published within the past 2 years that discuss the complexities involved in implementing a new electronic health record system from a current paper system process. The review must be at least 750–1,000 words and include at least 2 scholarly sources (the 2 aforementioned articles) in addition to the course textbook and the Bible.

G. Ethical Decisions in Medical Records Paper

The student will write a 750–1,000-word paper in current APA format that focuses on examples of current illegal and unethical practices as they pertain to healthcare reimbursement. The paper must include at least 3 scholarly sources in addition to the course textbook and the Bible.

H. Data Dictionary Assignment

The student will select a specialized registry scenario based on a provided list and then develop a modified data dictionary for a specialized registry/database. Current APA format is properly used.

I. Current Events EMR Paper

The student will write a 750–1,000-word current events paper in current APA format that focuses researching the current billing systems that are available that also integrate with an approved electronic medical records system (EMR). The paper must include at least 3 scholarly sources in addition to the course textbook and the Bible.

J. Quizzes (2)

Each quiz will cover the Reading & Study material for the previous and assigned modules/weeks. Each quiz will be open-book/open-notes, contain 25 multiple-choice questions, and have a 40-minute time limit.

K. Final Exam

The Final Exam will cover the Reading & Study material for the assigned modules/weeks. The exam will be open-book/open-notes, contain 40 multiple-choice questions, and have a 1-hour time limit.

VI. **COURSE GRADING AND POLICIES**

A. Points

Course Requirements Checklist		10
Discussion Board Forums (4 at 25 pts ea)		100
Identification of Coding Standards Paper		100
Data Analyzing Assignment		100
Journal Article Review		100
Ethical Decisions in Medical Records Paper		100
Data Dictionary Assignment		150
Current Events EMR Paper		100
Quiz 1	(Modules 1–2)	75
Quiz 2	(Modules 3–5)	75
Final Exam		100
	Total	1010

B. Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C.   Quizzes/Tests/Exams

For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds this time limit, a penalty of 1 point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

D.   Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

INFO 321

Textbook: Davis & LaCour, *Health Information Technology* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Davis & LaCour: chs. 1–2 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1	10 0 25
2	Davis & LaCour: chs. 3–5 1 presentation	Identification of Coding Standards Paper Quiz 1	100 75
3	Davis & LaCour: chs. 4, 8 1 presentation	DB Forum 2 Data Analyzing Assignment	25 100
4	Davis & LaCour: ch. 9 1 presentation	Journal Article Review	100
5	Davis & LaCour: chs. 6–7 1 presentation	Ethical Decisions in Medical Records Paper Quiz 2	100 75
6	Davis & LaCour: ch. 11 1 presentation	DB Forum 3 Data Dictionary Assignment	25 150
7	Davis & LaCour: ch. 12 1 presentation	Current Events EMR Paper	100
8	Davis & LaCour: chs. 13–14 1 presentation	DB Forum 4 Final Exam	25 100
		TOTAL	**1010**

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.