



HITP 266 Prof Practice Exp Coding section name section credit hours Credits Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course allows students to participate in a supervised professional practice experience in an online simulated environment. Coding and coding related activities will be done using ICD-10-CM, ICD-10-PCS, and CPT-4. Students will apply coding guidelines to accurately assign codes in all health care settings. This is an unpaid work experience requiring 30 hours of participation.

Prerequisites: course prereqs

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, students will be able to : (numerical references are to the 2018 Health Information Management Associate Degree Curriculum Competencies)

1. Explain the use of classification systems, clinical vocabularies, and nomenclatures. (I.5.)
2. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (IV.1.)
3. Describe components of revenue cycle management and clinical documentation improvement (IV.2.)
4. Determine diagnosis and procedure codes according to official guidelines (IV.1. RM)
5. Evaluate revenue cycle processes. (IV.2. RM)
6. Evaluate compliance with regulatory requirements and reimbursement methodologies. (IV.3. RM)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Be aware of your rights and responsibilities as a student at San Juan College. Review the content of the San Juan College Student Handbook. Make sure you review the College's Academic Honesty Policy on page 14 of the Handbook.

2. Read all information in this Course Guide and in the Getting Started and Course Guide modules in CANVAS.

3. Complete all activities and exercises on or before the due date.

4. Participate in the required Discussion Assignments .

5. Do Not Fall Behind because there is a lot of material to cover and it is extremely difficult to get caught up.

6. Complete the Final Project by the deadline posted in the course.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Please review the SJC Drop for Non-Attendance Procedure in the College Policies section of this document. As this is an online course, your “attendance” will consist of submitting required coursework by the due dates listed on the Course Schedule.

Canvas Participation and Expectations

You are expected to log in to CANVAS and submit coursework at a minimum of four or more times a week. You are expected to submit chapter quizzes, exams, and MindTap Learning Lab Assignments utilizing CANVAS and MindTap. This course requires more time to ensure that you are appropriately learning the material being taught within each chapter.

Module Contents

CANVAS contains a module for each chapter in the textbook. We recommend that you go through each module by starting at the top and working your way down. Recommended resources will be listed first, followed by the required assignments that must be completed for a grade. While it may seem like there is a lot of content, you are NOT required to complete everything. We have supplied resources that we feel will be helpful to you, but everyone learns differently. We want you to find the resources that help YOU learn, and spend your time utilizing what works for you.

Instructor Response Time

Response time for messages in Canvas or by email is typically 24 hours excluding weekends, holidays, or schedule time out of the office. The instructor will send out a notification if they will be out on scheduled time off. If circumstances prohibit this time frame from being adhered to, students will be notified. Grading for assignments is completed the week after the submission deadline and require extensive manual grading due to the content and material provided within the exams. If the grades aren't automatically reflected in Canvas, are typically entered the grade book within a week after the assignment is due. However, if anything prohibits the grades from being entered or updated (i.e. being out of town for a conference) students will be receive a notification.

Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading

material outside of the online classroom, and participating in various other activities which support success in the course.

Grading

Final grades are calculated based on the following.

Category	Total
Discussions	70
Coding Assignments	250
Written Assignments	600
Virtual Lab Assignments	925
Assignments - Other	250

To determine final grades for this course, students will submit the required assignments in CANVAS. No email submissions are accepted. Below is a summary of all graded work and how it contributes to the final grade. Letter grades are awarded by reviewing the final overall percent grade:

A= 92% or higher

B= 84-91

C= 76 - 83

D = 68-75

F = 67 or below

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course Schedule

Week/Dates	Due Date	Assignments
Week 1	02/21	Check Start Here Folder 3M Tutorial Nuance Clintegrity Tutorial Find-A-Code Tutorial 3M, Nuance, and Find-A-Code Clintegrity Encoder Assignments Virtual Lab Assignments
Week 2	02/28	Check Start Here Folder 3M Tutorial Nuance Clintegrity Tutorial Find-A-Code Tutorial 3M, Nuance, and Find-A-Code Clintegrity Encoder Assignments Virtual Lab Assignments
Week 3	03/07	Outpatient Physician's Office Coding Case Studies Virtual Lab Assignments
Week 4	03/14	POA Written Assignment OP Ambulatory Surgery Cases Virtual Lab Assignment
Week 5	03/28	ED and IP Coding Case Studies Discussion Virtual Lab Assignment

Week 6	03/28	IP Coding Case Study assignment Virtual Lab Assignment
Week 7	04/04	Healthcare Compliance Plan Virtual Lab Assignment
Week 8	04/11	SNOMED CT Assignments Discussion Virtual Lab Assignment
Week 9	04/18	Discussion Assignment Virtual Lab Assignment
Week 10	04/25	Coding Query Discussion Written Query Clinical Documentation Improvement Process assignment
Week 11	05/02	Discussion Virtual Lab Assignment
Week 12	05/09	Written Assignment - CDI Toolkit

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning

disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building

- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)