SAN JUAN COLLEGE

HITP 202 **Basic Principles of ICD-10-CM ICD-10-PC Section Name Section Credit Hours Credits Syllabus**
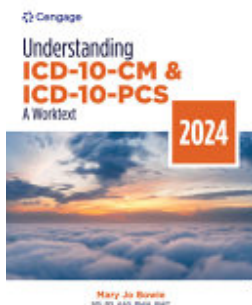
Section-specific Course Description:

Course Level Objectives

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

1. Apply the skills needed to perform coding and coding-related functions within the health information management department of a health care facility. Learn how to code in ICD-10-CM, and ICD-10-PCS classification utilizing the coding manuals. IV.1

2. Evaluate the accuracy of diagnostic and procedural coding. IV.1

3. Identify the use of classification systems, clinical vocabularies, and nomenclatures. I.5.

4. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines. IV.1.

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Texts and/or Materials

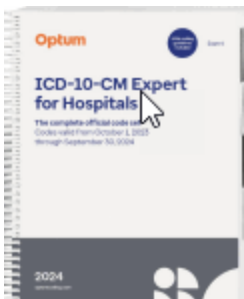**UNDERSTANDING ICD-10-CM AND ICD-10-PCS**
9780357932339
2024-01-01

ICD-10-PCS 2024
9781622548880
2023-01-01

ICD-10-CM Code Book 2024
9781584269441
Anne Casto
2023-10-01

Cengage Unlimited, Multi-term 24 Months Printed Access Card
9780357700051
Cengage Learning
2018-03-08

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will be required to do the following activities:

1. Understand 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. Review the Modules page each week to identify the specific chapters and assignments need to be completed for a grade.

3. Review the Announcements section for Coding Tips on a weekly basis.

4. Absorb every bit of information in this document, as well as in the Getting Started module in CANVAS. Read the chapters in the book, and then take a stab at the online MindTap practice exercises "Learn It, Study It, and Apply It." Initially, you need to create a MindTap account using your SJC Student email account, and the access key mentioned in the Required Textbook section of this document. Upon entering your Cengage MindTap Subscription access key, you will have access to the homework and graded MindTap exercises. Not all MindTap exercises are required for a grade, only the items shown on the "Modules" page in Canvas are required for a grade.

5. The quizzes and exams for this chapter must be completed in CANVAS. You must use your ICD-10-CM and ICD-10-PCS coding manuals during the homework assignments, quizzes, and exams. You will not be successful without your Cengage MindTap access code and the coding manuals shown within this document. Please do not use your books when you are taking quizzes or exams. The purpose of the homework assessments is for you to determine how well you learned the material—not for you to learn how to look stuff up in the book. An assessment is a place where you would be uncomfortable if you're not certain about the material but completely at ease if you are certain about it. You can't be dependent on the book, and you won't be if you really know the material! You need to complete all of the chapter assessments plus the pre-assessment before being allowed to take the final exam.

6. Discussions must be completed by the due date posted in the course. It's important to review the discussion rubric and comply with the requirements, you must reply to at least one classmate. The reply might help the person you are replying to find a solution to the problem they have shared. If you miss the deadline for an initial post, you forfeit half the points for this assignment. They count toward your final grade.

7. Using SmarterProctoring, take a proctored final exam that covers the content from chapters 1 through 38. When you take the exam, you must do so under the "only ICD-10-CM and ICD-10-PCS Coding Manuals are allowed, no notes" directive. Proctored exams must be finished and submitted by the due date listed in the course schedule.

Proctored Final Exams

Note: Proctored Exams cannot be completed on a tablet or phone. They must be completed on a laptop or desktop computer. No resources (notes, books, etc.) are allowed during exam.

There ONE proctored exam for this course - the Final Exam. SJC uses SmarterProctoring to facilitate the scheduling of proctored exams. You will see a link to SmarterProctoring in your course in CANVAS. (NOTE: Face-to-face sections will be proctored by the instructor.)

There are three options you may choose from when deciding how your exam is proctored:

1. In person testing at the SJC Testing Center *This option is covered by the Online Course Fee. When scheduling, you should select "In-Person" then "San Juan College Testing Center".

2. Virtual Test Center (at home) with the SJC Testing Center proctors. (Note: a webcam is required) *This option is covered by the Online Course Fee. When scheduling, you should select "San Juan College Virtual Test Center" then "Schedule a Hybrid Session".

3. Approved Testing Centers or Proctors - SmarterProctoring has a list of testing centers and individuals who are approved as proctors. Dual-credit students should check this list to see if any of their school officials are approved. *This option is covered by the Online Course Fee, except students will be responsible for any fees charged by testing centers outside of Farmington

A few things to keep in mind:

ALL students must schedule through SmarterProctoring to take their exams, whether using the SJC Testing Center, the Virtual Test Center, or other approved testing center/proctor.

All students must present photo identification in order to take the exam. We have had issues in the past with dual-credit students who do not have an ID. A school ID with your picture on it will be accepted. If you currently do not have a picture ID, please obtain one before you try to schedule your exam.

Students are responsible for paying any fees associated with completing any proctored exam.

If using the Virtual Test Center (at home), it is the student's responsibility to arrange a suitable location in which to take the exam. Public libraries are usually not acceptable as you need to be in a room by yourself. If you are taking the exam at home, make sure you are able to be in a room by yourself with no interruptions during the exam.

The Final exams must be completed during the dates listed on the Course Schedule.

You must use your ICD-10-CM and ICD-10-PCS coding manuals when taking the final exam.

Grading

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.

Category	Total Points
Weekly Exam	1135
Assignments - MindTap	1865
Discussions	130
Proctored Final Exam	130
Total	3260

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.

Your level of time commitment depends on the amount of practice homework content that should be reviewed to help with learning the weekly chapter content. Please note the time commitment is the total estimated time, but you should not wait until Sunday to complete your coursework.

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. You are expected to reach out to your instructor and ask questions if you do not understand a concept that is being reviewed within the course.

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.

Participation and Attendance Policy

You should get in the habit of logging into your online class as much as possible to complete various activities and to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class. Regular attendance in the online classroom is very important and is expected..

Students are expected to complete all Chapter Material, Quizzes, and Exams on a weekly basis. Students must reach out in advance for approval of any late work.

If work is submitted late, the following method will be used for grading: A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week.

Instructor Response Times & Regular Interaction Expectations

Response time for messages in Canvas or by email is typically 24 hours excluding weekends, holidays, or scheduled 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 timeframe 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.

Please note that only the MindTap assignments that are reflected within the Modules page in Canvas marked as graded assignments will be graded by the Professor. Homework MindTap assignments are designed to provide students with immediate feedback but any assignments requiring manual grading (short answer) will not be manually graded in the Cengage MindTap or Canvas gradebook when the assignment is not marked as graded in Canvas.

You can expect all course work to be graded within 72 hours after the due date. In instances where course work will require additional time for grading, an email will be sent to all students making them aware of the delay.

You can expect weekly messages or announcements via Canvas. It is important that you read these.

You are encouraged to post questions regarding course content in the Course Questions & Answers discussion forum.

You can also reach out to the instructor to schedule a time to meet during office hours. Zoom meetings are available, so please reach out for assistance or to schedule a Zoom meeting.

Key Dates to Remember

Course Schedule

Week	Due Date	Topics	Reading Assignment	Graded Assignment
1	1/26/2025	Introduction to Coding and Coding Profession An Overview of ICD-10-CM Introduction to ICD-10-PCS		Post Introductory Announcement in General Discussion Forum
				Week One Discussion Assignment
			Chapter 1	Chapter 1 Quiz
				Chapter 1 Exam
			Chapter 2	Chapter 2 Quiz
				Chapter 2 Exam
			Chapter 27	Chapter 27 Quiz
				Chapter 27 Exam
2	2/2/2025	ICD-10-CM Coding Conventions Steps in Diagnostic Code Selection Diagnostic Coding Guidelines		Week 2 Discussion
			Chapter 3	Chapter 3 Quiz
				Chapter 3 Exam
			Chapter 4	Chapter 4 Quiz
				Chapter 4 Exam
			Chapter 5	Chapter 5 Quiz
				Chapter 4 Exam
3	2/9/2025	ICD-10-CM Infectious and Parasitic Diseases ICD-10-CM Neoplasms		Week 3 Discussion
			Chapter 6	Chapter 6 Quiz
				Chapter 6 Exam
			Chapter 7	Chapter 7 Quiz
				Chapter 7 Exam

4	2/16/2025	ICD-10-CM Diseases of the Blood and Blood-Forming Organs		Week 4 Discussion
			Chapter 8	Chapter 8 Quiz
		ICD-10-CM Endocrine, Nutritional, and Metabolic Diseases		Chapter 8 Exam
			Chapter 9	Chapter 9 Quiz
				Chapter 9 Exam
		ICD-10-CM Mental, Behavioral, and Neurodevelopmental Disorders	Chapter 10	Chapter 10 Quiz
				Chapter 10 Exam
5	2/23/2025	ICD-10-CM Diseases of the Nervous System		Week 5 Discussion
			Chapter 11	Chaper 11 Quiz
		ICD-10-CM Disorders of the Eye and Adnexa		Chapter 11 Exam
			Chapter 12	Chapter 12 Quiz
				Chapter 12 Exam
		ICD-10-CM Diseases of the Ear and Mastoid Process	Chapter 13	Chapter 13 Quiz
				Chapter 13 Exam
		ICD-10-CM Diseases of the Circulatory System	Chapter 14	Chapter 14 Quiz
				Chapter 14 Exam
6	3/2/2025	ICD-10-CM Diseases of the Respiratory System	Chapter 15	Chapter 15 Coding Assignments
				Chapter 15 Case Studies
		ICD-10-CM Diseases of the Digestive System		Chapter 15 Quiz
				Chapter 15 Exam
		ICD-10-CM Diseases of the Skin and Subcutaneous Tissue	Chapter 16	Chapter 16 Coding Assignments
				Chapter 16 Case Studies
				Chapter 16 Quiz
				Chapter 16 Exam
			Chapter 17	Chapter 17 Coding Assignments
				Chapter 17 Case Studies

				Chapter 17 Quiz
				Chapter 17 Exam
7	03/09/25	ICD-10-CM Diseases of the Musculoskeletal System and Connective Tissue ICD-10-CM Diseases of the Genitourinary System	Chapter 18	Chapter 7 Discussion
				Chapter 18 Coding Assignments
				Chapter 18 Case Studies
				Chapter 18 Quiz
				Chapter 18 Exam
			Chapter 19	Chapter 19 Coding Assignments
				Chapter 19 Case Studies
				Chapter 19 Quiz
				Chapter 19 Exam
8	3/16/2025	ICD-10-CM Pregnancy, Childbirth, and the Puerperium ICD-10-CM Certain Conditions Originating in the Perinatal Period ICD-10-CM Congenital Malformations, Deformations, and Chromosomal Abnormalities	Chapter 20	Chapter 20 Coding Assignments
				Chapter 20 Case Studies
				Chapter 20 Quiz
				Chapter 20 Exam
			Chapter 21	Chapter 21 Coding Assignments
				Chapter 21 Case Studies
				Chapter 21 Quiz
				Chapter 21 Exam
			Chapter 22	Chapter 22 Coding Assignments
				Chapter 22 Case Studies
				Chapter 22 Quiz

				Chapter 22 Exam
				Week 9 Discussion
9	3/30/2025	ICD-10-CM Symptoms, Signs, and Abnormal Clinical Laboratory Findings ICD-10-CM Injury, Poisoning, and Certain Other Consequences of External Causes	Chapter 23	Chapter 23 Coding Assignments
				Chapter 23 Case Studies
				Chapter 23 Quiz
			Chapter 24	Chapter 24 Coding Assignments
				Chapter 24 Case Studies
				Chapter 24 Quiz
				Chapter 24 Exam
10	04/06/25	ICD-10-CM External Causes of Morbidity Factors Influencing Health Status and Contact with Health Services	Chapter 25	Chapter 25 Coding Assignments
				Chapter 25 Case Studies
				Chapter 25 Quiz
				Chapter 25 Exam
			Chapter 26	Chapter 26 Coding Assignments
				Chapter 26 Case Studies
				Chapter 26 Quiz
				Chapter 26 Exam
11	4/13/2025	ICD-10-PCS Medical and Surgical Section ICD-10-PCS Obstetrics Section ICD-10-PCS Placement Section	Chapter 28	Chapter 28 Coding Assignments
				Chapter 28 Case Studies
				Chapter 28 Quiz
				Chapter 28 Exam
			Chapter 29	Chapter 29

				Coding Assignments
				Chapter 29 Case Studies
				Chapter 29 Quiz
				Chapter 29 Exam
			Chapter 30	Chapter 30 Coding Assignments
				Chapter 30 Case Studies
				Chapter 30 Exam
				Chapter 30 Exam
12	4/20/2025	ICD-10-PCS Administration Section ICD-10-PCS Measurement and Monitoring Section ICD-10-PCS Extracorporeal Assistance and Performance and Extracorporeal Therapies Sections	Chapter 31	Chapter 31 Coding Assignments
				Chapter 31 Case Studies
				Chapter 31 Quiz
				Chapter 31 Exam
			Chapter 32	Chapter 32 Coding Assignments
				Chapter 32 Case Studies
				Chapter 32 Quiz
				Chapter 32 Exam
			Chapter 33	Chapter 33 Coding Assignments
				Chapter 33 Case Studies
				Chapter 33 Quiz
				Chapter 33 Exam
13	4/27/2025	ICD-10-PCS Osteopathic, Other Procedures, and Chiropractic Sections	Chapter 34	Chapter 34 Coding Assignments
				Chapter 34 Case

				Studies
		ICD-10-PCS Imaging, Nuclear Medicine, and Radiation Oncology Sections		Chapter 34 Quiz
				Chapter 34 Exam
		ICD-10-PCS Physical Rehabilitation and Diagnostic Audiology Section	Chapter 35	Chapter 35 Coding Assignments
				Chapter 35 Case Studies
				Chapter 35 Quiz
				Chapter 35 Exam
			Chapter 36	Chapter 36 Coding Assignments
				Chapter 36 Case Studies
				Chapter 36 Quiz
				Chapter 36 Exam
14	5/4/2025	ICD-10-PCS Physical Rahabilitation and Diagnostic Audiology Section ICD-10-PCS New Technology Section	Chapter 37	Chapter 37 Coding Assignments
				Chapter 37 Case Studies
				Chapter 37 Quiz
				Chapter 37 Exam
			Chapter 38	Chapter 38 Coding Assignments
				Chapter 38 Quiz
				Chapter 38 Exam
Final Exam	5/13/2025	Review and Final Exam	Chapters 1 - 38	COMPREHENSIVE FINAL EXAM – The Final Exam opens May 7 at 12:00 AM and is available until 11:59 PM May 13.

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 password reset and and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of $5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.