

SAN JUAN COLLEGE

HITP 212 Advanced Coding and Rev Cycle Mgmt (RM) 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. Identify policies and strategies to achieve data integrity (I.3)
2. Identify compliance of health record content within the health organization (I.4.)
3. Explain the use of classification systems, clinical vocabularies, and nomenclatures. (I.5)
4. Utilize technologies for health information management. (III.2.)
5. Summarize regulatory requirements and reimbursement methodologies (IV.3)
6. Validate assignment of diagnostic and procedural codes and groupings in accordance with official guidelines (IV.1)
7. Describe components of revenue cycle management and clinical documentation improvement (IV. 2)
8. Determine diagnosis and procedure codes according to official guidelines (IV.1 RM)
9. Evaluate revenue cycle processes. (IV.2 RM)
10. Evaluate compliance with regulatory requirements and reimbursement methodologies. (IV.3 RM)
11. Demonstrate compliance with external forces. (V.2)
12. Identify the impact of policy on health care. (V.4)
13. Utilize financial management processes. (VI.5)
14. Assess ethical standards of practice. (VI.7)

Prerequisites - Acceptance to the HIT Program, HIT Faculty Approval

Required Texts and/or Materials

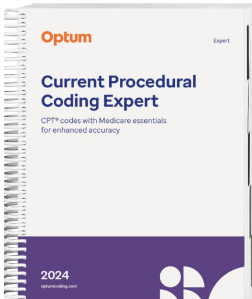


3-2-1 Code It! 2024 Edition

9780357932209

Michelle Green

2024-01-08



Current Procedural Coding Expert 2024

9781622548651

2023-01-01

*image
not
available*

Cengage Unlimited, 1 Term 4 Months Printed Access Card

9780357700037

Cengage Learning

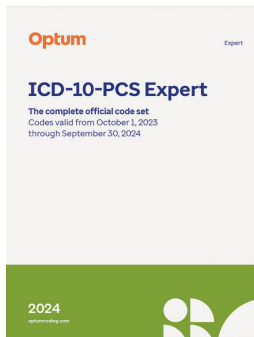
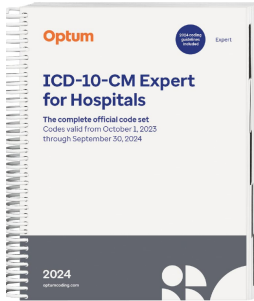
2018-03-08

ICD-10-CM Expert for Hospitals

9781622548767

Kate Holden

2023-01-01



ICD-10-PCS 2024

9781622548880

2023-01-01

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

1. Read all information in this Course Guide and in the Getting Started and Course Guide modules in CANVAS.
2. Read the chapters in the book before attempting the online portion of the course; complete the exercises within the textbook.
3. Participate in the required Discussion Assignments. You are required to reply to at least two other students to help them come up with solutions for the problems they share. Please review the Discussion Rubric attached to the assignment for posting guidelines.
4. DO NOT ALLOW YOURSELF TO FALL BEHIND. There is a lot of material to learn and it is extremely difficult to get caught up if you don't follow the timeline. Please be aware that you will need to complete

several chapter every week. This is necessary in order to get through all the material this semester.

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 is ONE proctored exams 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.

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.

Students MUST use their CPT-4 Coding Manual during the FINAL EXAM. However, the Understanding Current Procedural Terminology textbook is NOT allowed during ANY 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.

Grading

Final grades are calculated based on the following.

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
Discussions	160
Coding Assignments	450
MindTap Assignments	444
Quizzes	452
Weekly Exams	853
Proctored Final Exam	100
Total Points	2459

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.

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. Please reach out to the instructor with any questions and to schedule a Zoom meeting.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Exact schedule with due dates will be determined by instructor.

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.