Student Information Plan
The Next Step: Medical Coding from Classroom to Practice
HITT 2346

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Answers to assignments are to be e-mailed to the above address.

I will be online on Tuesday evenings from 6 – 8pm for discussions. You may also email questions at any time.

ALL TESTS will be released on the webpage 2 days before the exam due date.

COURSE DESCRIPTION
The focus of this course is to assign CPT, ICD-9-CM, and Level II (HCPCS) codes to a wide arrange of original source medical documents.

TEXTS:
1. The Next Step: Medical Coding from Classroom to Practice, by Carol J. Buck, Saunders
3. CPT, current edition

TECHNOLOGY:
Access to a computer and e-mail.

PERFORMANCE OBJECTIVES:
1. Review E/M code assignments.
2. Analyze an E/M audit form.
3. Utilize an E/M audit form.
5. Utilize the Official Guidelines for Coding and Reporting.
6. Assign service and diagnostic codes to E/M services.
7. Assign service and diagnosis codes for each area of service.
METHODS OF ACCOMPLISHING COMPETENCIES:
1. Read handbook chapters according to schedule.
2. Complete chapter review assignments in handbook.
3. Complete examinations.

EVALUATION OF COURSE COMPETENCIES:
1. Evaluation is directly related to the performance objectives.
2. Performance is measured by examinations and assignments.
3. **Sixty percent** of the final grade is based on examinations that evaluate knowledge of the text information and ability to code patient services. Each examination must be completed no later than the day in which the exam is scheduled. Examinations may be completed two days before the scheduled date.
4. **Forty percent** of the final grade is based on the homework assignments. Assignments are scheduled in advance.

FINAL GRADE EVALUATION:
A = Highly Skilled (90 – 100)
B = Skilled (80 – 89)
C = Moderately Skilled (70 – 79)
D = Limited Skills (60 - 69)
F = Failed Course (Below 60)

ASSIGNMENT POLICY/PRODUCTIVITY:
Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates:

Assignments must be turned in by the due date. You may have only two late assignments during a semester. The first late assignment will receive a maximum grade of 90 (10 points deducted) and the second assignment will receive a maximum grade of 80 (20 points deducted). After two late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).

INCOMPLETE GRADE
An “I” grade may be awarded when the instructor determines that the minimal work on the part of the student and the instructor will complete the course requirements. An “I” grade not changed by the instructor to a grade of completion (A, B, C, D, or F) by the end of the following semester (December) will automatically be changed to an F. You must have 90% of the assigned course work completed before an “I” grade is given for this course.
GENERAL INSTRUCTIONS:
1. If you want to drop a class, you need to go to the records office.