### Syllabus

<table>
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<tr>
<th>HIM 160</th>
<th>Credit Hours 3 lecture/1 lab</th>
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<tr>
<td><strong>Procedural Coding: ICD-10-PCS</strong></td>
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**DEPARTMENT:** School of Health Sciences

**COURSE DESCRIPTION**

This course emphasizes ICD-10-PCS which is an entirely different classification system based on the essential components of a procedure. Under the new system, codes are built from a number of variables, including body system, root operation, body part, approach, and more. And in some cases, multiple codes may be needed to describe each of the specific components of a procedure or service. Out-of-class lab time is required.

**Prerequisite:** HIT 130

**REQUIRED TEXTBOOKS**

  
  Publisher: Cengage  
  Author: Mary Jo Bowie; Regina M. Schaffer  
  ISBN#: 978-1-133-96103-1

  Includes Premium Web Site Instant Access Code for Bowie's Understanding ICD-10-CM and ICD-10-PCS: A Worktext -by Mary Jo Bowie and Regina M

- **2013 ICD-10 PCS: The Complete Official Draft Code Set (Softbound)**
  
  Item#:ITPC13  
  ISBN #: 9781601516312

ICD-10-PCS Quick Reference Cards

2014FastFinder
Publisher: Optum
Item#: ITQR14
ISBN #: 9781622540303

The ICD-10-PCS Quick Reference Cards are coding assistance at your fingertips and the perfect tool to guide the coder through the code building process that includes essential definitions and conversion tables.

2013 ICD-10-CM and ICD-10-PCS Workbook, 1st Edition

Publisher: Cengage
Authors: Mary Jo Bowie; Gail Smith

The workbook is designed to build both knowledge and skill, with engaging case studies and scenarios to provide real-world context, as well as hands-on exercises and activities that enable students to apply what they learn and truly master the new guidelines. Using: CAC (15 case studies) and 10 Operative Reports.

REQUIRED RESOURCES
ICD-9-CM and ICD-10-CM/PCS Encoders: by 3M
Coder’s Desk Reference Collection (accessible through 3M encoders)
COURSE OBJECTIVES
1. Explain the format and organization of ICD-10-CM and ICD-10-PCS.
2. Describe the sections found in ICD-10-CM and ICD-10-PCS.
3. Describe the procedures found in the ICD-10-PCS coding system.
4. Explain the diagnostic statements and procedures that are associated with the various procedural codes found in ICD-10-CM and ICD-10-PCS.
5. Assign ICD-10-CM diagnosis codes.
6. Assign ICD-10-PCS procedure codes.
7. Assign diagnosis and procedure codes to case studies.

STUDENTS WITH DISABILITIES:
Students with documented disabilities (physical, emotional, learning and/or others) who believe that they may need accommodations in this class are encouraged to contact the Coordinator for Student Disability Services in Room 139, extension 120, as soon as possible to arrange for such accommodations.

LIBRARY INFORMATION:

Articles:
As an MWCC student, you have access 24 hours a day to more than 80 LaChance Library online article databases. To get to these resources and find articles scholarly/academic journals, magazines, newspapers, reference books, and e-books, visit the Library web page, http://library.mwcc.edu, and click FIND ARTICLES. In order to access the Library’s online research databases from an off-campus location, you will be prompted to log-in with your library barcode number or student ID number and last name in all CAPITAL LETTERS.

Books, Videos, CDs, etc.:
In order to find books, videos, etc. on a topic, you will need to use the Library catalog, located on the Library’s webpage (http://library.mwcc.edu). Look for the FIND BOOKS & MORE link. You may arrange to pick up items at either the LaChance Library or your public library.

For assistance in locating articles, books or other information sources please contact us:
- By telephone: 1-888-884-6922 (toll free)
- Via email: library@mwcc.mass.edu (account is checked at least once daily at 7:30 am, Mon-Fri)
- Using chat: Visit the ASK A LIBRARIAN page at: http://subjectguides.mwcc.edu/ask
- In person, at the LaChance Library (Gardner Campus), Leominster Student Success Center and the Devens Learning Center when open. Hours can be found at: http://mwcc.edu/lib/about/hours/.

ACADEMIC SUPPORT CENTER INFORMATION:

Tutoring: Students in need of tutorial services are encouraged to contact the Academic Support Center. Tutorial services are provided free of charge to enrolled students and include face-to-face and e-tutoring (online tutoring), drop in help with math and writing, subject tutoring (sciences, business, accounting, etc.) as well as other services. If you have questions, or wish to set up an appointment, you may contact:
ETutoring is available to students through iConnect and provides tutoring in subjects such as writing, math, biology, chemistry, anatomy & physiology, statistics and accounting. Assistance is available via chat, email and also an online writing lab where students can upload drafts of papers and receive feedback. To see the current schedule of eTutoring visit: http://www.etutoring.org/public/public/schedule.cfm?sys=91.

For information about either library or tutoring services please contact Heidi McCann, Dean of Library and Academic Support Services – hmccann@mwcc.mass.edu or 978-630-9126.

**ACADEMIC HONESTY & PLAGIARISM:**

Students are responsible for knowing Mount Wachusett Community Colleges' policy on academic honesty and plagiarism, found at http://mwcc.edu/catalog/academic-and-grading-policies/. In sum, it is against policy to submit work with the deliberate intent to deceive or to cheat. Plagiarism is not tolerated at the College.

**WITHDRAWAL FROM A COURSE:**

You may formally withdraw from this course through the 60% point of the semester/cycle as indicated on the academic calendar – the academic calendar is posted at http://mwcc.edu/academic/academic-calendar/. A grade of “W” will be recorded on your transcript. A grade of “W” will count as credits attempted but not completed, but will not impact QPA. You are required to speak to me or your assigned advisor before withdrawing from this course. The procedure for course withdrawal includes getting the proper form from the Advising Center in Gardner or from the receptionist at our branch campuses (Leominster, Devens, Burbank), bringing the form to me or your assigned advisor, and returning the signed form to the Advising Center or branch campus. **Please be advised that ceasing to attend a class may result in me initiating the withdrawal from a class prior to the 60% point of the semester/cycle.** Course withdrawals will not be processed after the 60% point of the semester/cycle. If you stop attending after the 60% point of the semester/cycle, you will receive an F grade. F’s are averaged into the QPA for all students. Any withdrawal may affect progress toward degree and future eligibility to receive financial aid. Contact the record’s office for information on your student records. Administrative action Forms are available for withdrawal after the 60% point of the semester/cycle as a result of extenuating circumstances. Student may obtain an Administrative Action form in the records office or online at http://mwcc.edu/wp-content/blogs.dir/1/files/2013/01/Administrative-Action.pdf. Documentation of the extenuating circumstance must be submitted with the form for this appeal to be reviewed.

**PERFORMANCE ASSESSMENT**

AHIMA Academic Domains/Sub domains
The following Domains, Subdomains, and Task Competencies of the health information technology profession are addressed in this course. With a minimum accuracy of 76%, the student must demonstrate acceptable performance via application exercises, quizzes and exams.

A. Domain 1: Healthcare Data
   Subdomain 1a: Data Structure, Content and Use
   Task 1.a.3: Assist in the facility’s billing processes.
   Task 1.a.4: Validate coding accuracy using clinical information found in the health record.
   Subdomain 1b: Clinical Classification Systems-ICD-10 CM/PCS Coding
   Task 1.b.1: Assign diagnosis/procedure codes using ICD-10 CM/PCS.
   Subdomain 1c: Clinical Classification Systems-CPT coding
   Task 1.c.1: Assign procedure codes using

B. Domain 2: Health Information Analysis
   Task 2.1: Abstract records for department indices/databases/registries.

C. Domain 3: Healthcare Environment
   Task 3.a.1: Interpret and apply laws and accreditation, licensure and certification standards, monitor changes and communicate information-related changes to other people in the facility.
   Subdomain 3c: Healthcare Information Requirements and Standards.
   Task 3.c.5: Ensure facility-wide adherence to health information services’ compliance with regulatory requirements (e.g., ICD-9-CM) Cooperative Parties coding guidelines, CMS (formerly HCFA) Compliance Plan, Correct Coding.

COURSE OUTLINE
A. ICD-10 PCS structure of code numbers
B. Medical and Surgical Sections
C. Obstetrics Section
D. Placement Section
E. Administration Section
F. Measurement and Monitoring Section
G. Extracorporeal Assistance and Performance and Extracorporeal Therapies Section
H. Osteopathic, Other Procedures, and Chiropractic Section
I. Imaging, Nuclear Medicine, and Radiation Oncology Sections
J. Physical Rehabilitation and Diagnostic Audiology Section
K. Mental Health and Substance Abuse Treatment

COURSE REQUIREMENTS
A. Completion of all assignments prior to coming to class.
B. Attendance in classes per institution policy.
C. Pass exams and quizzes.
D. Class participation.

EVALUATION
Course grade will be determined as follows:
A. Weekly Quizzes 25%
B. Comprehensive Final Exam 20%
C. Assignment / Labs 30%
D. Discussion Board 25%
Grading Scale:
The college uses the following grading system:

**Letter Quality**

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<th>Grade</th>
<th>Grade Points</th>
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<td>B</td>
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<td>B-</td>
<td>2.70</td>
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<td>C+</td>
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<td>F</td>
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Active Engagement Rubric

Each week, the class will focus on a given topic to discuss and investigate. Students will participate either through in-class debates, or by posting discussions in the learning management system. Possible grade is between 100 and 0. Below is an example of how student gets from F to A on active participation/course discussion.

<table>
<thead>
<tr>
<th>Grade</th>
<th>100 points</th>
<th>80 points</th>
<th>60 points</th>
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<tbody>
<tr>
<td><strong>Organization</strong></td>
<td>Comments are well organized and reflect student has read materials</td>
<td>Comments can be followed, but may be based on experience or reflects responding to others</td>
<td>Comments/participation/is disorganized or sporadic</td>
</tr>
<tr>
<td><strong>Quality of Information</strong></td>
<td>Comments demonstrate student understands the topic information. New information or insights are offered.</td>
<td>Comments show student is trying to relate topic to weekly readings.</td>
<td>Comments drift from topic, tend to be generic and add little or no value to the dialogue.</td>
</tr>
</tbody>
</table>
### Course Outline

**Sources**

| Comments are supported by one or more referenced citations - supports ideas with facts/quotes | May use a citation, or makes reference to personal work experience to support an idea | Makes a post but it is unsupported by citation or experience, and is very brief. |

**Participation**

| Student participates four or more times during the discussion period | Student participates at least twice with an original comment and at least one reply/reaction to another student. | Student comments or posts once. Non-participation = 0 |

### HIT 160 Course Outline (15 Modules)

<table>
<thead>
<tr>
<th>HIT 160 Lecture &amp; Topics</th>
<th>HIT 160 Readings &amp; Homework Assignments</th>
<th>HIT 160 Lab</th>
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</table>
| **MODULE 1: Introduction to ICD-10 PCS**
Introduction
Code Structure
Format

  **Topic of the Week:**
  
  Orientation on how to use the ICD-10 PCS coding book

  Read CH 27 Bowie:
  2014 Understanding ICD-10 CM/PCS Coding, 2nd Ed. (Bowie)

  Complete: Chapter Review: 1-20, pages 454-455

  **Read Textbook:**
  2014 Understanding ICD-10 CM/PCS Coding, 2nd Ed.

  **Use Coding Book:**
  2013 ICD-10-PCSCoding Book

| **MODULE 2: Introduction to ICD-10 PCS**
Index
Tables

  **Topic of the Week:**
  
  Review CH 27 Bowie:
  2014 Understanding ICD-10 CM/PCS Coding, 2nd Ed. (Bowie)

  Review Chapter Slides

  Try the ICD-10-PCS Flash Cards with family or friends

  **Chapter 27 Quiz**
## MODULE 3: Medical & Surgical Section

- Introduction
- Character Meanings Section
- Body Systems and Coding Guidelines
- Root Operations and Coding Guidelines
- Body Parts
- Approach and Coding Guidelines
- Device and Coding Guidelines
- Qualifiers
- Principles for Medical and Surgical Section
- Appendices in ICD-10-PCS

**Topic of the Week:**

- Read CH 28 Bowie: Review Chapter Slides
- Complete: Chapter Review: 1-20, pages 477-478
- Complete Case Studies: 1-10 pp 478-482
- CH 28 Quiz

## MODULE 4: Obstetrics Section

- Introduction
- Official Coding Guidelines for Obstetrics
- Procedure Highlights

**Topic of the Week:**

- Read CH 29 Bowie: Review Chapter Slides
- Complete: Chapter Review: 1-15, pages 489-490
- Complete Case Studies: 1-15 pp 490-492
- CH 29 Quiz

## MODULE 5 Placement Section

- Introduction
- Placement Section of ICD-10-PCS
- Procedure Highlights

**Topic of the Week:**

- Read CH 30 Bowie: Review Chapter Slides
- Complete: Chapter Review: 1-20, pages 498-490
- Complete Case Studies: 1-5 pp 499
- CH 30 Quiz

## MODULE 6: Administration Section

- Introduction
- Administration Section Highlights

**Topic of the Week:**

- Read CH 31 Bowie: Review Chapter Slides
- Complete: Chapter Review: 1-20, pages 507-508
- Complete Case Studies: 1-5 pp 508
- CH 31 Quiz

## MODULE 7: Measurement and Monitoring Section

- Introduction
- M&M Section Highlights

**Topic of the Week:**

- Read CH 32 Bowie: Review Chapter Slides
- Complete Case Studies: 1-5 pp 514
- CH 32 Quiz
<table>
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<tr>
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<th>Title</th>
<th>Introduction</th>
<th>Week Topic</th>
<th>Chapter Review</th>
<th>Case Studies</th>
<th>Quiz</th>
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<td>8</td>
<td>Extracorporeal Assistance and Performance, &amp; Therapies Sections</td>
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<td>Read CH 33 Bowie:</td>
<td>Complete Case Studies: 1-5 pp 521-522</td>
<td>CH 33 Quiz</td>
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<td>Extracorporeal Therapies</td>
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<td>Osteopathic, Other Procedures, and Chiropractic Sections</td>
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<td>Read CH 34 Bowie:</td>
<td>Complete Case Studies: 1-5 pp 529-530</td>
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<td>Osteopathic Section</td>
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<td>Other Procedures</td>
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<td>Complete: Chapter Review: 1-15, pages 528-529</td>
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<td>Chiropractic Section</td>
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<td>Imaging, Nuclear Medicine, and Radiation Oncology Section</td>
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<td>Read CH 35 Bowie:</td>
<td>Complete Case Studies: 1-5 pp 541-542</td>
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<td>Physical Rehabilitation and Diagnostic Audiology Section</td>
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<td>Read CH 37 Bowie:</td>
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<td>CH 37 Quiz</td>
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<td>2013 ICD-10-CM and ICD-10-PCS Workbook, 1st Edition</td>
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<td>Complete Assignment using the 3M encoder to complete case study assignments.</td>
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<td>Complete CAC Case Studies 1-5</td>
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<th>Complete Assignment using the 3M encoder to complete case study assignments.</th>
<th>Complete 10 CDI Operative Reports</th>
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<th>Course Evaluation</th>
<th>Complete Final Exam</th>
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