

**Course Syllabus:**  
**Introduction To Basic Coding**  
**Los Angeles Mission college**

Student must complete orientation prior to the start of the semester and complete the DEPARTMENT OF LABOR ENROLLMENT FORMS.

Instructor: <b>Dr. Tara Gandomi</b>	<b>Course Name: Introduction To Basic Coding (HTHTEK 103) – 3 Units</b>
Phone: Email preferred Email: <a href="mailto:gandomfm@laccd.edu">gandomfm@laccd.edu</a>	<b>Semester:</b> Spring 2020 Class Number: Lecture: 25107, Lab:25108 First class: 02/22/20 Final Exam: 06/06/2020 (7:30am-9:30am)
Office Hours: Saturday: 7:30 am–8:00 am; 10:05am- 10:20am	Class Day & Time: Lecture: Sat 8:00AM- 10:05AM Lab: Sat 10:20AM - 12:25PM
Office Location: INST 2021	Classroom: INST 2021

**Course Description:** This course introduces the use of the International Classification of Diseases Clinical Modification (CM) codes for diagnoses and Procedural Coding System (PCS) to code procedures. Students learn to analyze clinical disease processes, use diagnosis and procedural terminology, sequence and assign codes correctly using current coding manuals and computerized encoder.

**Prerequisites:** Biology 033 or Health Occupation 063 with a grade of "C" or better, HEALTH INFORMATION TECHNOLOGY (HTHTEK 100)

**Required Textbook:**

- **Schraffenberger & Palkie, Basic ICD-10-CM and ICD-10-PCS Coding, 2020, AHIMA, ISBN #: 9781584267447**
- **Schraffenberger, Basic ICD-10 CM and ICD-10-PCS Coding Exercises, 7e, AHIMA, ISBN#: 9781584267065**
- **ICD-10-CM 2020: The Complete Official Codebook, American Medical association, ISBN#: 978-1-62202-923-5**

**Recommended Book:**

- ICD-10-PCS 2020: The Complete Official Codebook, 2020, American Medical Association, ISBN#: 978-1-62202-926-6

**Student Learning Outcome:**

- 1- Analyze current regulations and guidelines in clinical classification systems.**
- 2- Apply diagnosis/procedure groupings and codes according to current guidelines.**

**Canvas**(Online Learning Management Page)

- 1) Students need to regularly visit their Canvas pages to have **access to their Homework, handouts, and study aid material.**
- 2) To log in to your Canvas page, go to: <https://ilearn.laccd.edu/login/canvas>, use the same username & password as your college log in (UN: Your student ID, PW: 8888 + month + day you were born (if you have not changed it yet).
- 3) There are self-paced resources available for students on LAMC web page to learn how to work with Canvas. Also, students are encouraged to watch the video thorough the following link <https://community.canvaslms.com/videos/1124>

- 4) As soon as you log in to your canvas page make sure to **add your alternative email to your canvas profile, so you will not miss any announcements!!!**

**Contact Instructor!** If you are going to have serious problems that prevents you from completing assignments on time, you must email me **PRIOR to missing the assignment**. Remember emailing the instructor do not automatically excuse you but is a necessary step toward being excused!

\*\* Your emails and questions will be answered within 48 hours (except for the weekends).

\*\* Plan for your week to make sure you submit all assignments before the due dates. **Late assignments will not be accepted, and deadlines will not be extended.**

### Dropping the Class

Circumstances may arise that will keep you from completing the course. **If this is the case, drop the class.** As a policy: **if you stop attending the class (or wish to drop a class, YOU MUST DROP THE CLASS YOURSELF before the deadlines (Follow and mark the official dates on academic calendar). Failure to do so may result in a grade of "F" in the class.**

LA Mission College Academic CALENDAR DATES <http://www.lamission.edu/students/calendar.aspx>

### ABSENCE & TARDINESS

You are **strongly** encouraged to make non-school personal appointments at times that will not conflict with your scheduled classes. **Students may be absent from class a maximum of the total number of hours that the class meets in one week (equal to maximum of one session).** Any absences beyond that amount of time may be made up only at the discretion of the instructor. If the absences cannot be made up in a satisfactory way, then the student will be dismissed from the course. Students are expected to arrive on time. **Two late arrivals will be counted as one absence.**

**Any student who has been absent in the first week of the semester will be dropped before the drop deadline.**

### GRADING

I. 4 Exams X 25 points each (No make-up possible)	= 100 points
II. 10 Chapter Assignments X 3 points each (The lowest grade will be dropped.)	= 27 points
III. 13 Lab reports X 6 points each (The lowest grade will be dropped.)	= 72 points
IV. Introduction Discussion	= 1 Point
V. Extra Credit (Optional)	= 8 points
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<b>Total</b>	<b>= 200 points</b>

#### 1. Criteria for assigning letter grades:

**A= 90%-100% (180 or more); B= 80%-89.9% (160-179.9); C= 70% - 79.9% (140 -159.9); D= 60% - 69.9% (120 -139.9); F= Below 60% (120 or less)**

3. Students are responsible for scheduling appointments with the instructor to discuss issues related to the theory portion of the course.

#### 4. Exam/Tests

- All exams must be taken as scheduled. **There are no make-up examinations** unless there are extraordinary circumstances (Very very rare) substantiated by the student and approved by the instructor. (OFFICIAL DOCUMENTATION SUCH AS PHYSICIAN'S REPORT MUST BE PROVIDED BY THE STUDENT). Instructor will decide either to take a make-up exam or an average of the previous and next exam.

- **There will be no make up for the final exam.**
  - All exams are given in class (On CANVAS) in multiple-choice, matching, and short essay questions.
  - For all exams and lab reports, presence of students in the class is **Mandatory.**
  - Content of exams are based on lecture objectives.
  - Any discrepancies should be discussed with the instructor during office hours or via email within the week the quiz was given. **If any disruptive behavior is noted, student will be asked to leave the class immediately.**
  - Upon request, students can review their responses to exam questions during the office hour.
5. Students are responsible for maintaining awareness of their status throughout the course.
  6. Contact instructor early in course if difficulties are experienced within course (i.e. lack of understanding of material, poor scholastic achievement, etc.)
  7. Students earned points will be regularly posted on CANVAS for students' information purposes ONLY.
  8. Students must make note and only use the syllabus grading formula, posted above, to keep track of their total earned points and calculate their grades manually.
  9. Percentages and grades shown on CANVAS are misleading, often confusing, and is not a source for instructor for grade calculation. The ONLY reliable numbers on CANVAS grade report are the individual exam points and your total points.

#### **Use of Cell Phones, Computers and Recording**

- 1) **There will be NO TEXTING IN THIS CLASS!! Cell phones MUST be switched off or silenced and only kept on the student's pocket or pack during the class. I have a zero-tolerance policy toward students who ignore this rule!**
- 2) **All electronic devices including cellphones and smartwatches Must be switched off during exams.**
- 3) **To encourage student's effective class participation during the class no recording is permitted! (Section 78907 of the California Education Code) Students use of laptop computers or tablets is only allowed for taking notes.**
- 4) **Please avoid side conversations during lecture! if you have any questions please ask me! Do not be afraid of utilizing my office hours, I am there for you!**

#### **Safe Zone Ally:**

I am a Safe Zone Ally. All students are to respect one another, understanding that students come from different types of backgrounds. If you ever have any questions or concerns come and talk to me. If you have a preferred pronoun, please let me know. I use the pronoun she/her.

**9803.21 Discriminatory Behavior:** Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

**Disability Support Services (DSS) Accommodation Statement:** In compliance with the Americans with Disabilities Act (ADA), Los Angeles Mission College accommodates students with disabilities. (DSS provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community

referrals and job placement.) If you qualify for any special accommodations due to a disability, you will need to officially process your request through the Disabled Students Programs and Services (DSPS) office promptly. Contact the **Disabled Students Programs and Services (DSP&S)** in Instructional Building 1018: For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/> to make a request for accommodations. For more information, please refer to LACCD Administrative Regulation E-100 (Criteria for Serving Students with Disabilities). Please complete the DSP&S process in a timely manner to allow adequate time for accommodations in the classroom. Each semester, obtain an Accommodation Letter from the DSP&S to present to your instructor.

**Academic Dishonesty:** Students will be expected to follow the LACCD student code of conduct as it relates to student dishonesty (Board Rule 9803.28) as follows: “Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade. For more information on the Standards of Student Conduct refer to the college catalogue. Two major examples of academic dishonesty are **plagiarism and cheating:**

**Plagiarism Defined:** Plagiarism means using another person’s work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. You must enclose another person’s words in quotation marks and cite your source(s), and you must give citations when using the ideas of another person, even if those ideas are paraphrased in your own words. Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time you use information from a source, you must cite it. The same rules regarding plagiarism apply to resources found on the Internet as do to a printed source. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar electronic resources.

**Cheating Defined** - unauthorized material used during an examination (including electronic devices), changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents in the course, looking at another student’s paper/scantron/essay/computer or exam with or without their approval is considered cheating. Any student caught cheating will receive a zero for the assignment/exam and referred to the Department chair and/or Student Services for further disciplinary action.

#### **Other Student Resources**

1. **LAMC Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: <http://www.lamissionbookstore.com/>
2. **Counseling Department:** For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>
3. **Disabled Students Programs and Services:** For appointments and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>
4. **Extended Opportunity Programs and Services:** For appointments and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>
5. **Financial Aid:** For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>
6. **Library:** For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or <http://www.lamission.edu/library/>
7. **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit [www.lamission.edu/learningcenter](http://www.lamission.edu/learningcenter).
8. All students should have **the Sheriff department # in cell phone (818) 364-7843.**

## Tentative Lecture Schedule

Topics and dates are subject to change. Announcements will be made in class or on CANVAS. Students are responsible for adjusting their calendar.

Week \ Day	Date	Lecture & lab Topics/Content	Assignments
Week 1 Sat	2/22	<p><b>Last date to drop without a "W": 02/23/20</b>            Review the Syllabus and requirements.  <b>Introduction to Coding</b></p> <ul style="list-style-type: none"> <li>International Classification of Diseases - Clinical Modification (ICD-CM)</li> <li>Official ICD-10-CM coding guidelines</li> <li>Introduction to Uniform Hospital Discharge Data Set</li> </ul>	Read: Introduction to coding, Ch 1 & 3  <b>Introduction Discussion</b>
Week 2 sat	2/29	<b>Introduction to Procedural Coding System (PCS)</b> <b>Certain Infectious and Parasitic diseases (A00-B99)</b> Lab: Ch 1	Read: Ch 2,4 <b>Homework 1</b>
Week 3 Sat	3/7	<b>Neoplasms (C00-D49)</b> <b>Diseases of the Blood and Blood-Forming Organs &amp; Certain Disorders Involving the Immune Mechanism (D50-D89)</b> Lab: Ch 2 &3	Read: Ch 5,6 <b>Homework 2</b>
Week 4 Sat	3/14	<b>Exam 1</b>	<b>Homework 3</b>
Week 5 Sat	3/21	<b>Endocrine, Nutritional and Metabolic Diseases (E00-E89)</b> Lab: Ch 4	Read: Ch 7 <b>Homework 4</b>
Week 6 Sat	3/28	<b>Mental, Behavioral and Neurodevelopmental Disorders (F01-F99)</b> Lab: Ch5	Read: Ch 8
Week 7 Sat	4/4	<b>Diseases of the Nervous System (G00-G99)</b> Lab: Ch 6	Read: Ch 9 <b>Homework 5</b>
Week 8 Sat	4/11	<b>Spring break (No class)</b>	
Week 9 Sat	4/18	<b>Exam 2</b> <b>Diseases of the Eye and Adnexa (H00-H59)</b> <b>Diseases of the Ear and Mastoid Process (H60-H95)</b> Lab: Ch 7,8	Read: Ch 10,11 <b>Homework 6</b>
Week 10 Sat	4/25	<b>Diseases of the Circulatory System (I00-I99)</b> <b>Diseases of the Respiratory System (J00-J99)</b> Lab: Ch 9,10	Read: Ch 12,13 <b>Homework 7</b>
Week 11	5/2	<b>Diseases of the Digestive system (K00-K95)</b> Lab: Ch 11	Read: Ch 14 <b>Homework 8</b>

Sat			
Week 12 Sat	5/9	<b>Diseases of the Skin and Subcutaneous Tissue (L00-L99)</b> <b>Diseases of the Musculoskeletal System and Connective Tissue (M00-M99)</b> Lab: Ch 12,13	Read: Ch 15,16 <b>Homework 9</b>
Week 13 Sat	5/16	<b>Last date to drop with a "W": 05/10/20</b> <b>Exam 3</b> <b>Diseases of the Genitourinary System (N00-N99)</b> <b>Pregnancy, Childbirth and Puerperium (O00-O9A)</b> Certain Conditions in the Perinatal Period (P00-P96) Lab: Ch14,15,16	Read: Ch 17,18,19
Week 14 Sat	5/23	<b>Congenital malformations, Deformations and Chromosomal Abnormalities (Q00-Q99)</b> <b>Symptoms, Signs and Abnormal Clinical and Laboratory Findings, NEC (R00-R99)</b> Lab: Ch 17,18	Read: Ch 20,21 <b>Homework 10</b>
Week 15 Sat	5/30	<b>Injury (S00-T34)</b> <b>Poisoning and Certain other Consequences of External Causes (T36-T88)</b> <b>External Causes of Morbidity (V00-Y99)</b> <b>Factors Influencing Health Status and Contact with Health Services (Z00-Z99)</b> Lab: Ch 19A,19B, 20,21	Read: Ch 22A,22B,23,24
Week 16 Sat	6/6	<b>Exam 4 (7:30am-9:30am)</b>	

This acknowledgement section is for you to sign. This way you let me know that you have read and understood what has been mentioned in the syllabus.

**Please read and initial the following:**

1. I have read the following documents:

- Syllabus
- Plagiarism and Cheating

**Initial** \_\_\_\_\_.

2. Please do not assume I will drop you from class if you stop attending class. If you do not drop yourself, you will receive an "F" at the end of the course **Initial**\_\_\_\_\_.
3. If you miss part or all of a class session you are still responsible and accountable for all announcements, all assignments, and material covered in that session **Initial**\_\_\_\_\_.
4. If you need clarification on **anything** you will come to me **Initial**\_\_\_\_\_.
5. I do not accept late assignments **Initial**\_\_\_\_\_.
6. You are expected to have read the assignments/textbook before coming to class **Initial**\_\_\_\_\_.
7. Attend every class with textbooks, school supplies, any handouts and all completed assignments **Initial**\_\_\_\_\_.
8. If you are caught plagiarizing or cheating, you will receive an "F" for the assignment and will be referred to the Department chair and/or Student Services for further disciplinary action **Initial**\_\_\_\_\_.
9. During the semester you must check you grades and confirm accuracy, and if there are any questions, contact me immediately **Initial**\_\_\_\_\_.

**Name:**

**Section:**

**Signature:**

**Date:**