



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Coding and Classification Systems

Course Prefix and Number – HITT 1441

Department – Health Information Technology

Division – Allied Health

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
 Academic WCJC Core Course
 WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 4:2:4

Equated Pay hours for course - 4

Course Catalog Description – Basic coding rules, conventions and guidelines using clinical classification systems.

Prerequisites/Co requisites – HITT 1301, HITT 1305, BIOL 2401, BIOL 2402 and concurrent enrollment in HPRS 2301.

List Lab/ Other Hours
Lab Hours 4
Clinical Hours
Practicum Hours
Other (list)

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Debbie Lutringer, RHIA, CTR	Signature 	Date 9-23-10
Department Head Debbie Lutringer, RHIA, CTR	Signature 	Date 9-23-10
Division Chair Carol Derkowski, RDH, MAIE	Signature 	Date 9-27-10
Vice President of Instruction or Dean of Vocational Instruction Leigh Ann Collins, RDH, MAIE	Signature 	Date 1-14-11



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

- A. Basic principles of taxonomy
- B. Historical development of nomenclatures
- C. Purpose of classification system
- D. Historical development of classifications
- E. Standard Nomenclature of Diseases and Operations (SNDO)
- F. Other Classification Systems, Nomenclatures and Reference Tools
- G. International Classification of Diseases, 9th Revision, Clinical Modification
- H. Encoding Systems
- I. Secondary Records--Indexes and Registers
- J. Tumor Registry and Cancer Programs
- K. Data Quality

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Identify different nomenclatures and classification systems	Written exam
Assign codes using appropriate rules, principles, guidelines and conventions	Written exams and exercises

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Green, Michelle A. and Mary Jo Bowie. Essentials of Health Information Management Principles and Practice. Clifton Park, NY: Thomson Delmar Learning, Current Edition.

Green, Michelle A. and Mary Jo Bowie. Lab Manual to Accompany Essentials of Health Information Management Principles and Practice. Clifton Park, NY: Thomson Delmar Learning, Current Edition.

Brown, Faye. ICD-9CM Coding Handbook, American Hospital Association, Chicago, IL:Current year.

International Classification of Diseases, Current Edition, Clinical Modification, Vol. I, II, and III: Current year.

Texas Health Information Management Association. Health Information Management Manual, TxHIMA, Austin, TX: Current Edition.

Regular access to technology appropriate for www.courses.

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Regular computer lab with encoder access. Instructor must have training in and access to all appropriate technology for www.courses.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course The final exam evaluation will be on the following scale:

93—100%	A
85—92%	B
78—84%	C
70—77%	D
69—0%	F

Final evaluation will be based on grades achieved during the semester and the final exam.

Daily Average	30%
Regular Exams	50%
Final Exam	20%

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives

- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.