

## **Center for Health Information Studies and Solutions (CHISS)**

CHISS, Healthcare management excellence centers are formed by a group of Healthcare management professionals having wide range of Industry experience in India, Middle East and US. We believe that if we improve healthcare management, it will improve quality, reduce cost, and open opportunities to expand access. The present support for healthcare management needs improvement in every aspect. Beginning with attracting young people, progressing through entry education, continuing education, and the special preparation for senior management, what we need overall is a program of continuous improvement, with specific goals, measures of how well we achieve those goals, and accountability for that achievement.

CHISS Healthcare management excellence centers, are formed with the objective of promoting Healthcare management excellence, introduce new horizons of career in the field of Healthcare management

### **Our Vision**

To promote Healthcare management excellence, introduce new horizons of career in the field of Healthcare management

### **Our Mission**

- Promote excellence in Healthcare management
- Establish international level training centers to train Healthcare management studies
- Promote Healthcare management career among youngsters
- Establish quality Business process outsourcing in Healthcare sector

## **Certificate Medical Coding**

Certificate Medical Coding job training is provided for candidates with any life science degree or diploma. 3 months training is provided which will lead to basic certification in Medical Coding and eligibility to enter into the Medical Coding & Billing Profession as an entry level Medical Coding professional.

## **Advanced Medical Coding**

The CHISS program is designed to help students clear the CPC, CCA, CCS, CCS – P exams. The training program starts with the basic concepts of Medical Coding and continues into Advanced Medical Coding Concepts along with complete knowledge about Medical Terminologies, Anatomy, Physiology, Lab Tests, and Procedures etc. The Advanced Medical Coding program prepares the students to get familiar with the AAPC and AHIMA exams. The curriculum includes; Language of Medicine, Diagnosis Coding (ICD 9CM & ICD 10CM), Procedure Coding (PCS, CPT & HCPCS), Reimbursement Methodologies, DRG Assignments etc.

# MEDICAL CODING COURSE HANDBOOK 2017-2018



## Mission, Vision, and Values

### VISION

**CHISS** - is established with the vision of promoting Healthcare management excellence and introducing new horizons of career in the field of Healthcare management

### MISSION

- Establish international level training centers to train Healthcare management studies
- Promote Healthcare management career among youngsters
- Establish quality Business process outsourcing in Healthcare sector

### VALUES

#### Empowerment

We value an engaging and supportive environment that inspires learners to achieve their personal and professional goal.

#### Excellence

We value high quality training and professional development in a dynamic learning environment.

#### Innovation

We embrace latest theories and technologies to meet individual learner's needs

#### Integrity

We value honesty, accountability, and diversity in an open and ethical environment.

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## PROGRAM CURRICULUM AND COURSE DESCRIPTIONS

Health Information Management is a dynamic field and a growing profession. Coding professionals are trained specialists in classifying medical data and transforming diagnoses, conditions, diagnostic and therapeutic procedures into coded data that serve as the basis for local, regional, state-wide, national and world-wide comparison. Employment opportunities include positions in hospitals, clinics, physician offices, nursing homes, insurance companies, and mental health facilities. Coding specialists work with most current codes, medical information and reimbursement systems. These codes change on a yearly basis and on-going training is required.

## Courses

### Certificate in medical Coding

Job training is provided for candidates with any life science degree or diploma. 3 months training is provided which will lead to basic certification in Medical Coding and eligibility to enter into Medical Coding and Billing Profession as an entry level Medical Coding Professional.

### Certificate in Advance Medical Coding

The programme is designed to help students to appear and pass the CPC, CCA, CCS, CCS-P exams. The training program starts with the basic concepts of Medical coding and continues into advanced medical coding concepts along with complete knowledge about medical terminology, Anatomy, Physiology, Lab tests, Procedures etc.

## Topics Covered

### Legal and Compliance

- Define Health Insurance Portability and Accountability Act (HIPAA). Adhere to privacy and security policies.
- Identify the components of the Code of Ethics and Standards of ethical coding

### Reimbursement Methodologies

- Define and list payment methodologies and systems (such as capitation, prospective payment systems, RBRVS, MS-DRGs).
- Describe the billing processes and procedures (such as claims, ABN, electronic data interchange).
- Explain charge master maintenance.

### Medical Terminology

- Discuss concepts of building medical words using root, suffix, prefix
- Define common medical terms of major disease
- Identify common diagnostic procedures
- Discuss common diagnostic procedures
- Discuss common laboratory tests
- Define common abbreviations
- Discuss common drugs and treatment modalities in body system

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## Anatomy, Physiology, Pathophysiology and Pharmacology

- Identify and describe the basic structure, organization and function of human body system
- Learn and discuss common disease causes and process in human body system
- Define common diseases, diagnosis, symptoms and treatments for disease processes.

## ICD-10 CODING

- Describe the use of official coding guidelines and reporting requirements.
- Define the background of ICD-10-CM and ICD-10-PCS.
- Define and apply the General ICD-10-CM and ICD-10PCS conventions and guidelines.
- Define the Uniform Hospital Discharge Data Set (UHDDS).
- Practice basic coding process steps.
- Define and apply the ICD-10-CM chapter-specific coding guidelines to all 21 chapters in ICD-10-CM.
- Define and apply the root operation guidelines in ICD10-PCS.
- Discuss the Present on Admission Indicator (POA).
- Define the ICD-10-PCS definitions and apply to coding common procedure codes.
- Practice coding ICD-10-CM/PCS codes in many practice exercises.
- Navigate the ICD-10-CM and ICD-10-PCS codebooks.
- Locate and accurately construct diagnosis codes using the Alphabetic Index to Diseases, the Tabular List, the Table of Neoplasms, the Table of Drugs and Chemicals, and the Index to External Causes.
- Locate and accurately construct procedure codes using the Alphabetic Index and Tables in the ICD-10PCS classification.

## CPT/HCPCS Coding

- Navigate CPT code book and identify the uses of the convention, index and appendices.
- Recognize modifiers that can be appended to CPT procedure codes as well as identify when their use is appropriate.
- Apply the guidelines for the six main sections of the CPT code book and assign codes from each section.
- Calculate and assign CPT Evaluation and Management codes.
- Identify the use of CPT Category II and Category III codes.
- Navigate the HCPCS level II code book and apply its contents, including the conventions, index, tabular list, level of use, Table of Drugs and Biological and appendices.

## PROGRAM OUTCOME

Graduates for the program will:

- 1) Abstract information for the health record
- 2) Assign ICD diagnosis and procedure codes using current regulations and established guidelines
- 3) Assign HCPCS and CPT codes using current regulations and established guidelines
- 4) Determine reimbursement for variety of healthcare settings
- 5) Monitor coding and revenue cycle processes.

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- 6) Adhere to security, privacy and confidentiality policies, laws and regulations in the execution of work process
- 7) Use common software applications in the execution of work process
- 8) Become confident to attend US certification

## PROGRAM PREREQUISITES

- 1) Complete application form and submit with fee
- 2) Complete admission interview
- 3) Life science, medical and paramedical graduates or diploma holder

## STUDENTS RESPONSIBILITY

- 1) Abide to all rules and policies
- 2) Complete and submit all assignments on schedule
- 3) Identify their academic problems to the instructors
- 4) Participate in evaluation of course and instructors
- 5) Act professionally and respectfully when communicating and interacting with instructors and students

## CHISS STUDENT CODE OF CONDUCT

CHISS students are held to standards of conduct described in this handbook. Students are expected to abide by acceptable professional behaviour as defined.

In addition CHISS students are preparing for a profession that has standards of ethics and conduct for its members. The AHIMA has a Code of Ethics (<http://library.ahima.org/doc?oid=105098#.WFOS7uZ95EY>) that defines conduct standards required by CHISS professionals. CHISS students are expected to abide with the standards.

Unacceptable conduct of CHISS students:

- Inattentive or disrespectful behaviour during any scheduled program or activity.
- Unreliable attendance/absence behaviour
- Possession or use of alcoholic beverages or intoxication while at CHISS
- Violation of HIPAA regulations
- Refusing to work with somebody because that persons race, colour, sex, religion, age, beliefs or disabling condition.
- Verbal or physical assault on CHISS personnel/faculty
- Practicing beyond the scope of the students education, training or experience
- Destroying or stealing the property belonging to an instructor, center or another student
- Failure to acquire or maintain competence in courses
- Academic dishonesty
  - Copying any portion of the study materials
  - Accessing information that is not allowed during study and examination
  - Giving unauthorised assistance to other students
  - Knowingly withholding information's that should be known to the instructor

It will be the responsibility of the instructor who identifies the unacceptable conduct to approach the student and discuss the situation.

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Code of conduct violation may result in dismissal from the program. If a student is dismissed from the program due to Code of Conduct violation, dismissal is final with no options for re-entry to the program.

## ABSENCE

- Students are expected to attend all assigned classes and/or review all online course content within defined lesson timeframes.
- Students who are unable to review online courses content/attend class must call the specified individuals to notify of impending absence.
- When absences are anticipated, planning should occur, and coursework should be done in the advance.
- Excessive absences/inability to review/complete all online course content within defined lesson timeframes may result in students inability to achieve course competencies

## COURSE EXPECTATION FOR ASSIGNMENTS

All students are expected to score 80% and above for all assigned chapter exams and Mock tests.

## COMPUTER INFORMATION

All students are allowed to use computer labs to access the study material. They should register for the same in advance so that all students will be able to use the available facility.

## E-MAIL UTILIZATION

All students are expected to provide a valid Email to commute during training and also for future requirements.

## GRADING POLICY

Students must earn a grade point of 4 and above in all required courses. Grades C-, D+,D,and D- are not passing grade in the Medical coding training Program.

Letter Grade	Description	Grade Shown between	Grade point/Credit
A	Excellent	94.5%-100%	10
A-		92.5%-94.4%	9
B+		90.5%-92.4%	8
B	Above Average	86.5%-90.4%	7
B-		84.5%-86.4%	6
C+		82.5%-84.4%	5
C	Average	79.5%-82.4%	4
C-		77.5%-79.4%	3
D+		75.5%-77.4%	2
D	Below Average	71%-75.4%	1
D-	Failure	0.00%-70%	0

## FAILING GRADES

Any of the following may result in a failure in CHISS training program:

1. Failure to attain at least a grade of C in the course
2. Failure to complete all course requirements

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## 3. Academic dishonesty

CHISS students are required to obtain a grade of C or better in all training programs in order to be confident in attending the certification exams conducted by AHIMA and AAPC.

### **DISMISSAL FROM CHISS PROGRAM**

The students will be dismissed from the CHISS training program if any of the following occurs.

- 1) Academic Dishonesty
- 2) Violating Code of Conduct
- 3) Failure in completing the course

### **COMMUNICATION POLICY**

#### **Emails**

Emails are official communication tools for students. It is very important that it needs to be professional. Use proper punctuation and grammar. Never send angry mails. If you have any concerns or issue, set up a meeting and discuss face-to-face.

#### **Social Networking**

Social networking (Facebook, twitter, etc.) are not allowed class time. You may not take photos or videos during lecture or labs. Students should not spread gossip, rumours, or other unverified information.

#### **Cell phones**

Cell phones are not allowed in-side the class premises. Please respect the intend of the learning environment your fellow classmates by not using it during class hours and lab hours.

### **WITHDRAWAL POLICY**

**CHISS** student policy allows for the withdrawal from a course up until 80% of the course is completed. Students should inform his/her instructor before withdrawing.

### **LEARNING RESOURCES**

#### LEARNING CONCERNS

The student is encouraged to discuss any learning concerns with the faculty as they arise. CHISS instructor will work with the students to bring success to each enrolled students.

#### **Responsibility of learners**

The CHISS courses are designed for active participation by students and the instructor who share the responsibility for the learning process. Various modes of teaching/learning activities will be employed during these courses, including research, discussion, group projects, assignments and exams.

Each student is responsible for his or her own learning. Course competencies included within the course syllabi serve as the minimum standards for what students must master prior to completion of each course. Students are responsible for thinking critically, managing their time effective, and working to succeed in this program.



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- The instructor is a facilitator for the course, and will guide the learners through the course or subject content. Instructor responsibilities include:
  - To present, introduce, and facilitate discussion of topics, ideas, and concepts.
  - To provide ideas and opinions during discussions, while listening to and learning from students.
  - To promote an environment where all students actively participate, learn about presented topics, share and exchange ideas and resources, master course competencies, and develop critical thinking skills.
  - To hold students responsible for their own learning.
  - To instill a foundation of respect and professionalism in students.
- The student is an active participant in the teaching and learning activities. Student responsibilities include:
  - Actively listening to others, thinking, making comments, discussing ideas, asking questions, reading course material, observing and striving for understanding.
  - Appropriately scheduling and managing time.
  - Supporting each other by respecting all ideas and points of view, encouraging each other to be successful, learning from each other, and using and building upon each other's ideas and opinions.
  - Contributing to an environment of learning, by using and sharing past experience, knowledge, and relevant life experiences.
  - Making a significant effort to be as successful as possible within all components of the curriculum.
  - Not relying on the instructor for learning, but taking self-responsibility for this process.
  - Thoughtfully and thoroughly considering course content

## TEST-TAKING

### ASSUMPTIONS:

1. Students will have read all assigned material according to lesson outlines prior to completing a test/exam.
2. Students will complete tests/quizzes/exams independently, and according to instruction.
3. All exam questions are based on course learning objectives and competencies.
4. All lessons content (i.e. required reading, assignments, provided websites) may be considered sources for exam questions.
5. All lesson content may not be covered in learning activities, but will be considered as testable material.

### INSTRUCTOR ROLE:

1. To provide applicable course content, allowing for an intuitive and supported learning process.
2. To provide clarification when requested and when appropriate.

### SUGGESTIONS FOR TEST-TAKING

1. Develop content outlines, while taking notes.
2. Ensure a relaxing, comfortable environment prior to beginning a test/exam.

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3. Do not procrastinate.
4. Ask questions early on within each lesson, allowing for sufficient time to seek clarification on concepts, strategies and expectations prior to deadlines.

## **CONCLUSION**

Experienced Lecturers / Resource personnel in CHISS provide training and also share their expertise.

## **HOW TO REGISTER**

To register please visit the following website <http://www.chis-solutions.com/>

CHISS