Course Information

Course Description: This course is a study of Prospective Payment Systems (PPS) and other reimbursement methodologies. The course includes inpatient documentation: Diagnostic Related Groups (DRGs), ambulatory patient documentation: Ambulatory Payment Classification (APC) and Outpatient Prospective Payment System (OPPS), skilled nursing facility documentation: Home Health Resource Groups (HHRG) and Resource Utilization Groups-version III (RUG-III), and inpatient rehabilitation facility (IRF) documentation: Minimum Data Set for Post Acute Care (MDS-PAC). 3 hours lecture.

Learning Outcomes: Upon successful completion of the course, the student will be able to:

• Determine the major trends in medical care reimbursement and the impact these changes have on the healthcare delivery system;
• Identify and define key components and terms of the major systems of medical care reimbursement, with emphasis on prospective payment and managed care;
• Determine the purpose and principles of utilization management and selected methodologies for conducting external and internal review for the acute care setting, including significant departmental relationships and the role of health information management;
• Identify the major systems of data collection and review in non-acute care setting such as ambulatory care, home care, and long-term care;
• Determine current cost control methods and their impact on data collection, reporting and disclosure practices;
• Summarize the systems that facilitate the use of case mix and severity of illness.
• Identify and discuss governmental regulations in healthcare as they relate to fraud and abuse.

Specific Learning Objectives and competencies covered in this course as documented in the CAHIIM Curriculum Requirements – AHIMA Curriculum Competencies and Knowledge Clusters for Health Information Management (HIM) Education at the Associate Degree Level:

I. Domain: Health Data Management
   I.A. Subdomain: Health Data Structure, Content, and Standards
       4. Verify timeliness, completeness, accuracy, and appropriateness of data and data sources for patient care, management, billing reports, registries, and/or databases.
   I.B. Subdomain: Healthcare Information Requirements and Standards
       2. Apply policies and procedures to ensure organizational compliance with regulations and standards.
   I.C. Subdomain: Clinical Classification Systems
       3. Ensure accuracy of diagnostic/procedural groupings such as DRG, MSDRG, APC, and so on.
       4. Adhere to current regulations and established guidelines in code assignment
   I.D. Subdomain: Reimbursement Methodologies
       1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.
       2. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, managed care, and so forth.
       3. Support accurate billing through coding, chargemaster, claims management, and bill reconciliation processes.
       4. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.
       5. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements, such as outpatient prospective payment systems.
       6. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.

Prerequisites: HIT 1011 - Introduction to Health Information Technology
## Course Topics:
- Getting Started and Introductory Information
- Module 1: Healthcare Reimbursement Methodologies
- Module 2: Clinical Coding and Coding Compliance
- Module 3: Voluntary Health Insurance Plans
- Module 4: Government-sponsored Healthcare Programs
- Module 5: Managed Care Plans
- Module 6: Medicare-Medicaid Prospective Payment Systems for Inpatients
- Module 7: Ambulatory and Other Medicare-Medicaid Reimbursement Systems
- Module 8: Medicare-Medicaid Prospective Payment Systems for Post-Acute Care
- Module 9: Revenue Cycle Management
- Module 10: Value-Based Purchasing
- PROCTORED Final Exam

## Specific Course Requirements:
Students must have a basic knowledge of the use of a microcomputer, and Internet access. Complete all assignments by deadline on the Syllabus.

Complete all quizzes/tests as required.

Each unit of the course begins on Sundays and concludes on Saturdays of the assignment week(s). Staying on schedule is essential to success. All final assignments, including any Discussion, Dropbox, or Assessment assignments for each unit are due by the end of the unit on Saturday evening.

- Preparation is critical: read assigned text pages and articles, view the attend sessions, and complete other activities as assigned.
- Time management is critical: Do not procrastinate. Be sure to start the assignments early in the week to give yourself enough time to prepare for the unknown (life happens) and if you run into questions, make sure you have enough time to send the instructor questions and receive responses.
- Complete assignments as instructed.
- Participation is essential: this includes active listening to video presentations, weekly postings, and feedback to classmates on the Discussion Board in the form of quality comments and remarks.
- Effective involvement: check the News board on the Course Home page for advice, changes, and other announcements.

## Textbooks, Supplementary Materials, Hardware and Software Requirements

### Required Textbooks/Courseware:

**REQUIRED TEXTBOOK**


- **ISBN-13:** 9781584263401
- **ISBN-10:** 1584263407
- AHIMA Product Number AB202011

**MLA Citations:**

In Text: (Casto and Forrestal, page xxxx)


**APA Citations:**

In Text: (Casto & Forrestal, 2013)


Visit the DSCC Bookstore at [http://www.dscc.edu/bookstore](http://www.dscc.edu/bookstore) to purchase your textbook.
**Supplementary Materials:** Health Information Management Technology: An Applied Approach. This is the textbook you used for the Introduction to Health Information Technology course and you will use this text many times throughout the HIT Program at DSCC and even beyond once you enter into the healthcare workforce. The most current edition is the Fourth Edition edited by Nanett B. Sayles; however, the previous Johns editions can be used if that is the edition that you have.

**Software Requirements:** Microsoft Office (Word, Excel, and PowerPoint), Adobe Reader

**Instructor Information**

**Instructor Name:** Wade Wright, MBA, RHIT

**Instructor Contact Information:**

**PRIMARY EMAIL:** The primary/preferred email address to contact the instructor is through the D2L/eLearn email system embedded within the course. The D2L/eLearn email system is internal use, only, and does not work with external email. Therefore, you cannot email outside of eLearn or send external email into eLearn.

**ALTERNATE EMAIL:** An alternate email address for the instructor that is accessible by external email is wwright@dscc.edu.

**PHONE:** Personal Cell Phone – 731-225-4032; alternate weekday daytime phone number – 731-541-6225.

To access your instructor’s information online:

Visit www.dscc.edu
1. Click Current Students on the top navigation bar.
2. Click Faculty Profile link located on the left-hand navigation bar.
3. Choose your instructor’s name from the drop-down list.
4. Click the Submit button.

**Office Hours/Virtual Office Hours:** This class is being taught as an on-line course. My virtual office hours will be Wednesdays, 6:00 PM to 8:00 PM. Unless otherwise notified via D2L email or the News Item page that I am unavailable and have rescheduled my virtual office hours, I will be immediately available online during the stated virtual office hours. Office hours are times when faculty are available for students to call, email, and students can expect real time responses, especially by email.

In general, e-mail through the D2L email any requests for answers to specific questions or other assistance. You will receive an e-mail response within 36 hours. Appointments to cover course material or answer questions will be scheduled on an individual needs basis.

There will be other times that I will be within the DSCC D2L learning environment, which will generally be between 5 PM to 10 PM CST almost every day.

Please keep in mind that I am adjunct faculty and teach courses only online. I have a full-time day job that requires my full attention nearly exclusively during regular business hours. While these virtual office hours and other time availability are as stated, feel free to reach out to me via email (or telephone if immediate attention is necessary) whenever you need me.

Email will be the preferred method of contact. If you use the D2L email, you will get a response generally within 24-48 hours. If you need an immediate email response, it is best to use the email wwright@dscc.edu to contact me.

My personal phone number is 731-225-4032 and my fax number is 731-541-5085.

There may be times when I may not be immediately available while am traveling for work or taking time with my family and I will post those periods of unavailability with advance notice in the News Item section of the Course Home for everyone to see and reference.

**Instructor Response Time:** I will make every attempt to respond to course email within 24 or 36 hours during the work week, though it may not be possible in all cases. I will notify you when I will not be able to meet the stated response time. Please watch the News Items on the Course Home page for notifications of unavailability.
Assessment and Grading

Testing Procedures: Each Module will have an Assessment that is taken online and will close the date indicated in the Assessment section.

**The Final Exam is a PROCTORED Assessment!** By the description of being proctored, this means that the student has to physically go to an approved testing site by appointment to take the final exam.

It is the student’s responsibility to make arrangements for the proctored final exam. If you are planning to take your proctored final exam at a DSCC facility, it is recommended that you schedule a proctoring appointment early in the semester because scheduled time slots fill up quickly.

If you plan on taking the proctored final exam at a testing facility that is not affiliated with DSCC, you must receive approval from the instructor three weeks prior to the Proctored Final Exam start date.

Again, it is the student’s responsibility to plan and make arrangements for the PROCTORED FINAL EXAM.

Grading Procedures: Dropout Assignments: There are ten (11) Dropbox assignments due for the course worth 100 points per submission for a total of 1,100 points.

Performance Level Criteria for Dropbox Assignments – The following items are generally used in order to develop scores earned for the Dropbox Assignments:

1. The assignment was submitted on time by the deadline. The student should initiate contact with the instructor if deadlines cannot be met prior to the passing of the deadline. Late submissions may be accepted if prior contact with the instructor is made.
2. Follow the instructions per the Content section of the course and submit all of the required assignment(s). Completely and adequately answer all of the questions or material required.
3. Demonstrate that you fully understand the module content through your responses to questions or submission of gradable material.
4. Use concepts learned in the reading assignment and/or previous chapters in your submission of gradable material.
5. When applicable, use college-level grammar to include: appropriate sentence sense; avoiding sentence fragments; avoiding comma splices and fused sentences; proper use of adverbs and adjectives; proper case; use proper subject-verb and pronoun-antecedent agreement; proper use of verbs; avoiding ambiguous pronouns; not ending a sentence with a preposition, etc. Use complete sentences and repeat the question or give context in regards to the question in your responses.
6. When applicable, use college-level writing mechanics to include appropriate document design; proofreading your response prior to submission; proper use of abbreviations and acronyms; and appropriate punctuation.
7. Use college-level writing style to include conciseness, clarity, cohesiveness, coherence, sentence unity, etc. When applicable, style would include using citations and references, an appropriate manual of style (MLA or APA preferred), and paragraph and/or paper structure to include an introduction with a thesis or main idea, at least three topical/informative/body components, and then an effective conclusion/summary/finish.
8. If this assignment was a "real-world" scenario and you asked to turn this work into your Director of the HIM Department or Administrative Officer of the organization, is it a professional looking and sounding submission like that of which an RHIT would be expected to submit?
***Dropbox Assignment File Naming Convention – Name all submissions to the Dropbox with the following naming convention:

_LastName_HIT2210_ModuleX_MMDDYY_.ext

The last name is your last name, HIT2110 is a static value identifying the course number, the “X” in the module section is the module number, the date is the six digit date of submission, and the .ext part is whatever the file name extension for the document application. For example, my first submission would be named:

_Wright_HIT2221_Module1_090714_.docx

Please let the instructor know if you have questions regarding this file naming convention.

Discussion Assignments: There are ten (11) Discussion assignments for the course worth 50 points per submission for a total of 550 points.

Performance Level Criteria for Discussion Assignments – The following items are generally used in order to develop scores earned for the Discussion Assignments:

1. **DO NOT PLAGIARIZE!** I will verify originality for all submissions using DSCC institutionally-approved tools. Do not copy and paste whole sections of text from sources and pass it off as your own work. Utilizing sources are highly recommended, but please be sure to properly cite your sources.
2. The initial posting was submitted on time as directed in the Content section of the course.
3. The initial posting adequately addressed the Discussion topic in content that indicates proficient critical thinking skills.
4. The initial posting reflected grammar, mechanics, and style of professional or scholarly work.
5. The two responses were submitted on time as directed in the Content section of the course.
6. The two responses added content to the initial posting indicating critical thinking skills and contributed to the discussion thread. Responses with only a few sentences and/or only comments such as “I agree” and “Good post” will not meet this criteria.
7. The two responses reflected grammar, mechanics, and style of professional or scholarly work.

Assessments: There are ten (11) module Assessments for the course worth 100 points per attempt for a total of 1,100 points.

Proctored Final Exam: There is one Proctored Final Exam for the course worth 100 points for one attempt.
Grading Scale: The total number of points available for this course is 2,850. This total number of points will be used as the denominator in factoring the final grade. The numerator in the final grade calculation will be the total number of points earned by the student. The final grade will be shown as a letter grade percentage of points earned with the following grading scale:

- 93% to 100% = A
- 85% to 92% = B
- 77% to 84% = C
- 70% to 76% = D
- 69% or below = F

There will be no rounding for final grade calculation. (For example, 92.99% is a final grade of a B.)

A grade of “C” or better must be earned in this course to progress in the DSCC HIT AAS program.

<table>
<thead>
<tr>
<th>Assignments and Projects:</th>
<th>Module Completion Date</th>
<th>Module Topic (In the course’s Content section, each Module has a detailed Assignments document.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments and Projects:</td>
<td>8/30/2014</td>
<td>Getting Started Module (This module has graded Assignments!)</td>
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<tr>
<td></td>
<td>9/6/2014</td>
<td>Module 1 – Healthcare Reimbursement Methodologies</td>
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<td></td>
<td>9/13/2014</td>
<td>Module 2 – Clinical Coding and Coding Compliance</td>
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<td></td>
<td>9/20/2014</td>
<td>Module 3 – Voluntary Healthcare Insurance Plans</td>
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<td>9/27/2014</td>
<td>Module 4 – Government-Sponsored Healthcare Programs</td>
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<td>10/10/2014 (Friday)</td>
<td>Module 5 – Managed Care Plans</td>
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<td></td>
<td>10/25/2014</td>
<td>Module 6 – Medicare-Medicaid Prospective Payment Systems for Inpatients</td>
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<td></td>
<td>11/1/2014</td>
<td>Module 7 – Ambulatory and Other Medicare-Medicaid Reimbursement Systems</td>
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<td></td>
<td>11/8/2014</td>
<td>Module 8 – Medicare-Medicaid Prospective Payment Systems for Post Acute Care</td>
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<td>11/15/2014</td>
<td>Module 9 – Revenue Cycle Management</td>
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<td></td>
<td>11/22/2014</td>
<td>Module 10 – Value-Based Purchasing</td>
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<td>December 10th – December 14th 2014</td>
<td>Module 11 - PROCTORED FINAL EXAM</td>
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</table>

Punctuality: Follow the instructions for Module completion as found in the Content section of the course. Please complete assignments by due date. Each module has an initial Discussion posting due Wednesday of the module week and then a reading assignment, two Discussion responses, a Dropbox assignment, and an Assessment due on the indicated due date of each module.
**Attendance Policy:**
All items as set forth in DSCC’s Classroom Attendance Policy will be complied with for this course. Please refer to DSCC Policy 03:18:00, *DSCC Classroom Attendance Policy* for specific details of the Attendance Policy.

Attendance reporting through the myDSCC online reporting system will be completed as required. Additionally, the instructor may complete attendance recording within the D2L course. In online courses, merely accessing the course (logging into the course) may not constitute attendance. Completing the Dropbox assignments on timely basis, posting to the Discussion threads, and completing the Assessments are essential components of successfully completing this course. Late submissions will receive partial credit as described in the Grading Criteria.

View the DSCC Attendance Policy at [http://www.dscc.edu/attendance_policy/](http://www.dscc.edu/attendance_policy/).

**Class Participation:**
Students must participate in all interactive aspects of the course if interaction is part of the course design. For example, students are expected to communicate with the instructor as a learning resource, students must check the course bulletin board frequently for announcements, and students must actively participate in threaded discussion events.

**Course Ground Rules**

<table>
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<tr>
<th>General:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>1. Participation is required</td>
<td>1. Always include a subject line.</td>
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<td>2. Communication with other students in team projects is expected</td>
<td>2. Remember that without facial expressions some comments may be taken the wrong way. Be</td>
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<td>3. Learn how to navigate within the course management system</td>
<td>careful in wording your emails. Use of emoticons might be helpful in some cases.</td>
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<td>5. Use the <em>assigned</em> college email address as opposed to a personal email address</td>
<td>4. Do not send large attachments without permission.</td>
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<td>6. Address technical problems immediately</td>
<td>5. Special formatting such as centering, audio messages, tables, html, etc., should be</td>
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<tr>
<td>7. Observe course <em>netiquette</em> at all times. Instructor guidelines for communication by email,</td>
<td>avoided unless necessary to complete an assignment or other communication.</td>
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<td>discussion groups, chat, and the use of web resources are necessary.</td>
<td>6. Respect the privacy of other class members.</td>
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<td>8. Plagiarism is not tolerated and subject to repercussions and discipline established in the DSCC</td>
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<tr>
<td>Student Handbook.</td>
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### Discussions:
1. Review the discussion threads thoroughly before entering the discussion. Be a lurker, then a discussant.
2. Try to maintain threads by using the "Reply" button rather than starting a new topic.
3. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others’ ideas.
4. Be patient and read the comments of other group members thoroughly before entering your remarks.
5. Be cooperative with group leaders in completing assigned tasks.
6. Be positive and constructive in group discussions.
7. Respond in a thoughtful and timely manner.
8. Copy and paste of web materials are unacceptable responses to Discussion assignments. The use of references with appropriate citations is encouraged, but plagiarism is not tolerated.
9. Refer to the Performance Level Criteria for Discussion Assignments covered in the Grading Procedures section above.

### Web Resources:
1. AHIMA Website: [www.ahima.org](http://www.ahima.org).
2. HFMA Website: [www.hfma.org](http://www.hfma.org).
3. Columbia Guide to Online Style by Janice R. Walker and Todd Taylor

### Other Important Information

<table>
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<tr>
<th>Library Resources</th>
<th>For the DSCC library or help desk visit <a href="http://www.dssc.edu/lrc">www.dssc.edu/lrc</a>. To ask a question about books, interlibrary loans or other LRC information, call the LRC at 731-286-3361. For the Tennessee Virtual Library go to <a href="http://www.tn.regentsdegrees.org">www.tn.regentsdegrees.org</a> and click on TBR Virtual Library.</th>
</tr>
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<tbody>
<tr>
<td>Technical Assistance/Help Desk:</td>
<td>For technical assistance, contact the DSCC Help Desk. Dyersburg Campus - (731) 288-7780 Jimmy Naifeh Center (JNC) - (901) 475-3177 Gibson County Center (GCC) - (731) 222-5180 Visit the Help Desk on the web at <a href="http://www.dssc.edu/helpdesk">www.dssc.edu/helpdesk</a> for tutorials and other how to guides. You may also contact the Help Desk by email at <a href="mailto:helpdesk@dssc.edu">helpdesk@dssc.edu</a>.</td>
</tr>
<tr>
<td>Students With Disabilities:</td>
<td>Dyersburg State Community College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify the ADA Coordinator at (731) 286-3242.</td>
</tr>
<tr>
<td>Syllabus Changes:</td>
<td><strong>THIS SYLLABUS MAY CHANGE.</strong> From time to time during the semester, it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be sent to you by email and posted within the online course material.</td>
</tr>
<tr>
<td>Server Outage Disclaimer:</td>
<td>The server on which DSCC’s web supported/online courses are hosted will be occasionally unavailable due to upgrades and/or maintenance. Regularly scheduled outages will occur during the early morning hours of the second Sunday and third Tuesday of each month. There may also be unplanned downtime due to failures of one kind or another. Because the server is not located at DSCC, the College cannot directly correct these situations. You will need to contact your instructor(s) directly to make accommodations should an unplanned outage prevent you from taking a quiz or submitting an assignment.</td>
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</table>
| Safety / Security | Dyersburg State makes crime statistic information available to the public through the Annual Security Report. This report can be found at [www.dssc.edu/security](http://www.dssc.edu/security).

DSCC has an emergency preparedness plan and periodically conducts tests of this plan. To sign up for emergency notifications, Login to Rave at [https://www.getrave.com/login/DSCC](https://www.getrave.com/login/DSCC) and add your contact information. Notice: Standard carrier message and data rates may apply |
| Implementation date approved by Instructional Council: | (Pending) |