



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Department of BioHealth Informatics
IUPUI

HIM-M355 ICD-10 CM/PCS Coding Distance Learning

Department of BioHealth Informatics
Indiana University School of Informatics and Computing, Indianapolis

Section No.: 33810

Credit Hours: 3

Time: This is an **online course**. There will be virtual class meetings. Lectures will be Tuesday 8:00pm-9:00pm EST and recordings will be posted 24 hours after the live session for students to review.

Location: IT357

First Class: Thursday, **August 29, 2019 at 12pm EST** is the first scheduled lecture for students to listen to. A link will be posted for you to locate the lectures.

Instructor: Lisa DesNoyers, MPH, RHIA, SME

Office Hours: online Wednesday 6:00-8:00 pm or Monday 2:00-3:00pm.

Office: WK 370A, Walker Plaza Building
719 Indiana Avenue, Indianapolis, IN 46202

Phone: 317-278-8592 (Office), please leave a message or text

Email: Please correspond via Canvas e-mail only, if this doesn't work use the following: ldesnove@iu.edu **or if you feel you cannot discuss with me, reach out to jennbush@iu.edu**

Instructor will respond to emails within 48 hours during the week however this response may be delayed over weekend/holidays.

Prerequisites: None (Not an extension of any undergraduate or graduate course)

COURSE DESCRIPTION

This course will focus on International Classification of Diseases (ICD). Both diagnosis and procedure coding will be studied using ICD-10-CM and ICD-10-PCS classification systems. ICD-9-CM classification system will also be reviewed. Students will learn the use of accurate coding guidelines and with this knowledge, how to apply appropriate diagnosis and procedure codes to medical documentation. Ethical coding guidelines will be studied and reviewed.

Required Text(s):

Application: Cengage Unlimited

ISBN: 978-0-357750-000-6

Publisher: Cengage

OR Understanding ICD-10-CM and ICD-10-PCS: A worktext

ISBN-13:978-1-337-90323-3

Publisher: Cengage

ICD-10-PCS 2020, 1st Edition

AMA

ISBN: 9781622029266

ICD-10-CM 2020, Spiral bound Version

AMA

ISBN:

AHIMA Virtual lab may also be required

Vlab Student Enrollment Code

AM HEALTH

ISBN: 2818440055812

Additional Readings: (if required) TBA

Course Outcomes:

- Assign diagnosis and procedure codes from coding manual
- Monitor, verify and interpret the use of ICD-10-CM diagnoses and ICD-10-PCS procedure codes in the organization's health information systems
- Assure that documentation in the health record supports the diagnosis and reflects the progress, clinical findings and discharge status
- Validate coding accuracy using clinical information found in the health record
- Have a working knowledge on how to navigate in the 3M Encoder (VLab)

Core Competencies: Updated CAHIIM Model Curriculum 2014

Domain I. Data Content, Structure & Standards (Information Governance)

Subdomain I.A. Classification Systems

3. Map terminologies, vocabularies and classification systems

* Mapping from a standard clinical terminology to a HIPAA code set (LOINC to CPT or SNOMED to ICD); Mapping from one code set to another code set (one revision of ICD to another) (4)

4. Evaluate the accuracy of diagnostic and procedural coding

* Principles and applications of Classification Systems and auditing (5)

Subdomain I.B. Health Record Content and Documentation

1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status

* Health record components for all record types (4)

2. Compile organization-wide health record documentation guidelines

* Standards and regulations for the Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF), & Centers for Medicare and Medicaid Services (CMS); Health record documentation policies and procedures (6)

3. Interpret health information standards (5)

Domain V. Compliance

Subdomain V.B. Coding

3. Identify severity of illness and its impact on healthcare payment systems

* Case mix; Computer Assisted Coding (CAC) systems (3)

Subdomain V.D. Clinical Documentation Improvement

1. Implement provider querying techniques to resolve coding discrepancies

* Query process (written, verbal, & template queries; timeliness & interpretation; and query retention) (3)

RBT: Revised Bloom's Taxonomy; Profiles of Learning for Undergraduate Success (PLUS)

A comprehensive final examination covers all student learning outcomes.

Semester specific student learning outcomes are in boldface.

A. Communicator

- 1. **Evaluates Information**
- 2. **Listens Actively**
- 3. **Builds Relationships**
- 4. **Convey Ideas Effectively**

B. Problem Solver

- 1. **Thinks Critically**
- 2. **Collaborates**
- 3. **Analyzes, Synthesizes, and Evaluates**
- 4. **Perseveres**

C. Innovator

- 1. **Investigates**
- 2. **Creates/Designs**
- 3. **Confronts Challenges**
- 4. **Makes Decisions**

D. Community Contributor

- 1. **Builds Community**
- 2. **Respectfully Engages Own and Other Cultures**
- 3. **Behaves Ethically**
- 4. **Anticipates Consequences**

Learning Outcomes:

Upon completion of this course, the student will:	RBT	PLUS	Assessment
Evaluate the accuracy of diagnostic and procedural coding	5	3.2	Test 2; E-Health Record Auditing Assignment Week 7
Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	2.3	Test 2; E-Health Record Auditing Assignment Week 7

Compile organization-wide health record documentation guidelines	6	2.4	Test 2; Construct Coding Compliance Policy Week 11
Interpret health information standards	5	2.3	Essay on Health Information Standards Week 14
Identify severity of illness and its impact on healthcare payment systems	3	4.4	MS-DRG Coding, Week 11
Implement provider querying techniques to resolve coding discrepancies			Chapter 22 Case Study; Assignment; Week 12

GRADING CRITERIA/COURSE EVALUATION

Assessment	Number	Points Each	Total Group
Test Yourself Assignment	14	30	420
Coding Assignments	11	25	275
Case Studies	5	40	200
Apply Yourself	3	20	60
Competencies	4	100	400
Tests	4	75	300
Final Exam	1		300
Total Points			1955

Software used:

If you are unfamiliar with Canvas you may want to reference the [Quick Start Guide for Students](#) available online. For technology related questions, go <http://informatics.iupui.edu/> and click on the [Technology Services](#) link located under the TOOLS column. When submitting a Technology Ticket provide your name, class number, instructor and a detailed description of the problem. Software programs used in the teaching of this course include Microsoft Office.

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance: ***If you are enrolled an online course this policy does not apply.***

A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Attendance Requirements – In-class students should review the following attendance requirements for both 8 week and 16 week courses carefully:

- Students enrolled in an 8 week course may be absent one class period. The second

absence will be considered unexcused unless it falls under one of the excused absences listed below.

- Students enrolled in a 16 week course may be absent two class periods. The third absence will be considered unexcused unless it falls under one of the excused absences listed below.

-Each unexcused absence will result in a reduction of one full letter grade for the course.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excuse results in 5%reduction in your course grade. More than six absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

If you feel that attendance as an in-class student will be a challenge please consider an online section of this course

The student needs to e-mail the instructor via Canvas if s/he will not be attending class.

Tardy Policy –

If you are enrolled in an online course this policy does not apply.

A sign-in sheet will be provided at the start of each class. It is the student's responsibility to sign his/her name on this sheet.

The Tardy Policy is structured as follows:

- Tardy >15 minutes = 1 Absence
- Tardy (1 – 15) minutes = 1 Tardy
- 3 Tardies = 1 Absence

Students should refer to the No Fault Attendance Policy regarding unexcused absences.

Late Work Policy: late work will not be accepted unless there are clear and compelling extenuating circumstances with Documentation. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental evacuation due to fire/hurricane/tornado/earthquake/tsunami/volcano, or active military assignment where

Internet connectivity is unavailable for an extended time period.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or Program Director and PROPER documentation IS for verification of the extenuating circumstance. Proper Documentation will be from a physician with documentation stating the student was not able to perform their assignments (how long the symptoms have been) and when they chose to get treatment. This is required to be loaded before the assignment deadline. For any other emergency extenuating circumstances you send in documentation from the hospital, military, obituary, or environment as soon as it is dated and available.

Extenuating Circumstances: If you have extenuating circumstances that prevent you from completing coursework or participating in the class, please contact your instructor to make alternative arrangements ahead of time. The possibility of alternative arrangements is at the discretion of your instructor and/or Program Director.

Active communication is the key to overcoming any hurdles you may encounter during the semester. It is your responsibility to inform your instructor (ahead of time, unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline (Monday 5 PM). Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through CANVAS. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. Please see late policy above.

All assignments will be posted in Canvas with a COMPLETION DUE DATE.

Assignments will not be opened for review nor will grades be posted until after each assignment due date. When you take a test using the CANVAS Original Test and Survey tool, it is a good idea to create a screenshot of your submitted test. This screenshot serves as additional proof that you completed and submitted your test in the event of CANVAS technical issues. If there is a dispute regarding an assessment (test) or assignment submitted after the assigned due date and time, the above method will be the only accepted proof that an assignment or assessment (test) was submitted

Note: To avoid the loss of points for assignments and/or assessments (tests) submitted through CANVAS please read the following information carefully: All assignments submitted through the CANVAS "Assignment" tab automatically generate an e-mail notification. This notification is sent directly to your primary e-mail account. Students will

be required to present a copy of this e-mail notification to the instructor if there is a discrepancy regarding an assignment submission. Therefore, it is highly recommended that students maintain a file, either electronic or on paper, for each assignment submission notification received. For your information, you cannot save your assignments/work via CANVAS.

Test and Survey tool and come back to it at a later time. Once an assignment has been submitted it will be graded as is, so be very careful that the assignment you submit is the version you want graded. Be sure you are submitting the correct, complete assignment

Distance Education and On-Line Etiquette

When taking a course online, it is important to remember that **an online classroom is still a classroom**. Though the courses may be online, appropriate classroom behavior is still mandatory. Inappropriate discussion responses will not be tolerated and disciplinary action will be taken according to the guidelines outlined in the [Code of Student Rights, Responsibilities and Conduct](#). Remember to maintain current anti-virus protection programs and avoid forwarding email attachments from outside sources that you are uncertain of. Instructor sections in CANVAS include syllabus, announcements, messages, resources, roster, grade book, tests and surveys.

Changes Corrections and Omissions

The instructor reserves the right to make changes as necessary to the syllabus and the class schedule. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes and nature of change(s) on CANVAS Announcement.

Grading Information

Students enrolled in the HIA Plan of Study must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C the student must retake the course(s) in which a grade of C was not achieved. Students in the HIA program must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C in a course(s), during the first semester in which a student fails to meet the minimum grade requirement h/she will be placed on Academic Probation retroactive to the semester in which the grade(s) was received. If a student fails to meet the minimum grade required of a C during any subsequent semester, the student will be placed on Academic Probation for a second time, retroactive to the semester in which the grade(s) was received and will be dismissed from the HIA program (see Academic Probation Policy – Professional Program). Faculty will update the CANVAS grade book at the beginning of each semester to reflect the HIA grading scale. You are responsible for keeping track of your own grades. **There are no extra credit assignments.** Please note + (plus) and – (minus) grades are not awarded in the HIA courses. There is also no rounding up of grades on individual assignments and final grades. The academic expectation is that grades recorded in the grade book should reflect the overall quality and depth of the student's knowledge and understanding of the assigned material.

Grading Scale:

A 100% to 93%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A- < 93% to 90%	
B+ < 90% to 87%	Mastery and fulfillment of all course requirements; good, acceptable work
B < 87% to 83%	
B- < 83% to 80%	

C+ < 80% to 77%

C < 77% to 73%

C- < 73% to 70%

D+ < 70% to 67%

D < 67% to 63%

D- < 63% to 60%

F < 60% to 0%

Minimally acceptable performance and quality of work

Unacceptable work/Failure

Unacceptable work/Failure

Unacceptable work/Failure

Unacceptable work/Failure

Unacceptable work/Failure

INSTRUCTOR'S GRADING CRITERIA/TIMETABLE

All course material submitted on time will be graded within 7 days of their due date (the Sunday of the following unit). Approved late work will be graded within 5 days of the submission date.

DISCUSSION BOARD FORUMS

All Discussion topics can be found within their respective units of the course. This only applies if your course includes a Discussion Forum. **This course does not contain a Discussion Board component.**

Discussion Question Participation: Discussion provides a forum for students to ask questions and answer important questions about the course material. The Discussion topics also allow students to receive feedback from the instructor and other students in the class. A Discussion grade will be posted to the grade sheet for each unit.

Discussion Board Forum Grading Rubric

Students are expected to post:

A **Minimum of three posts** per unit (Monday – Sunday) discussion thread.

1. one post in response to the initial discussion forum topic by *Thursday*
2. two posts in response to two classmates by *Sunday, end of unit*
3. *Initial response should be 200 words or more and response to classmates should be 75-100 words or more in length*

ASSIGNMENTS/PROJECTS

Assignments and/or Projects require you to submit coursework via CANVAS. Coursework will be graded according to either the rubric below or assignment-specific rubrics found in the course. Assignments and/or Projects are due Sunday of their assigned unit unless otherwise specified by instructor. **ALL ASSIGNMENTS AND/OR PROJECTS MUST BE SUBMITTED VIA CANVAS TO ENSURE CREDIT.**

	Inappropriate	Below Average	Average	Above Average
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics, and most opinions and ideas are stated clearly.	Answers all questions, and opinions and ideas are stated clearly.	Answers all questions with opinions and ideas creatively and clearly using text and outside references.
Resources	Does not cite references and/or does not include required number of resources.	Cites source material but may not be accurately referenced. Does not include the required number of resources.	Source material cited with rare errors. All sources referenced accurately. Contains the required amount of resources.	Source material cited without errors. All sources are referenced accurately. Exceeds the required number of resources.
APA Format	Major errors and/or no APA format used.	Minor errors with APA format.	Rare errors with APA format.	No errors with APA format.

Spelling/ Grammar	Significant errors in spelling and/or grammar.	Poor spelling and grammar are apparent.	Uses Standard American English with rare errors and misspellings.	Consistently uses Standard American English with no misspellings.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct.

Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the

work is being submitted.

A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. **Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person's actual words, whether oral or written;
 2. using another person's ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided

such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides condition

necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

1. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
2. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.
3. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.
4. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

5. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
6. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
7. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
8. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.
9. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit <http://life.iupui.edu/caps/>.

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Week	Lesson/ Reading	Assignment	Due Date
Week 1 8-26	Chapter 1 Read Chapter 27 Reading Review Chapter 28 Reading	Chapter 1 Test Yourself Chapter 27, Apply Yourself Chapter 27, Test Yourself Chapter 28, Coding Assignment Chapter 28, Case Study Chapter 28, Test Yourself	9.9 at 5pm
Week 2 9-2	Chapter 29 Reading Chapter 30 Reading Chapter 31 Read	Chapter 29, Coding Assignment Chapter 30, Apply Yourself Chapter 31 Test Yourself	9.9 at 5pm
Week 3 9-9	Chapter 32 Read Chapter 33 Read	Chapter 32, Coding Assignment Chapter 33, Test Yourself ICD9 to ICD10 Map Paper	9.16 at 5pm
Week 4 9-16	AHIMA Week No Work	Practice 27-35	Not Required
Week 5 9-23	Chapter 34-Read Chapter 35-Read Chapter 36-Read	Test 1-Chapters 27-36 CH34-Coding Assignment CH35-Test Yourself CH36-Coding Assignment	9.30 at 5pm
Week 6 9-30	Chapter 37-Read Chapter 38-Read Chapter 2-Read Chapter 3-Read	CH37-Coding Assignment CH38- Coding Assignment CH2-Test Yourself CH3-Test Yourself	10.7 at 5pm
Week 7 10-7	Chapter 4-Read Chapter 5-Read Chapter 6-Read Chapter 7-Read	E-Health Record Audit Chapter 4-Test Yourself Chapter 5-Apply Yourself Chapter 6-Coding Assignments Chapter 7-Coding Assignments/Test Yourself	10.14 at 5pm
Week 8 10-14	Chapter 8-Reading Chapter 9-Reading Chapter 10-Reading	Test 2-Chapters 2-7 Chapter 8-Coding assignment/test yourself Chapter 9-Coding Assignments Chapter 10-Test Yourself Test Yourself Use 3M Encoder	10.21 at 5pm
Week 9 10-21	Fall Break No Work		10.28 at 5pm

Week 10	Chapter 11-Reading Chapter 12- Reading Chapter 13- Reading Chapter 14- Reading	Chapter 11-Test Yourself	11.4
Week 11 10-28	Chapter 15-Reading Chapter 16- Reading Chapter 17- Reading Chapter 18- Reading	Construct Coding Compliance Policy Chapter 18 Case Studies	11.11 at 5pm
Week 12 11-4	Chapter 19-Reading Chapter 20- Reading Chapter 21- Reading Chapter 22- Reading	Test 3 Chapter 22 Case Studies	11.18 at 5pm
Week 13 11-11	Chapter 23-Reading Chapter 24- Reading Chapter 25- Reading Chapter 26- Reading	Chapter 25 Case Studies	11.25 at 5pm
Week 14 11-18		Test 4 Essay on Health Information Standards Cengage Chapters 26 Case Studies and 38 Test Yourself	12.9 at 5pm
Week 15 11-25	Thanksgiving Break No Work	STUDY!!	12.9 at 5pm

Week 16

Comprehensive Final Exam

Comprehensive Final Exam-300

12.16 at 5pm

The Final Exam will open at 5 PM on 12/9/19 and will close on 12/16/19 at 5 PM. It will be timed. It will cover Chapters 1-38.

You must take it in Examiity, you will need to schedule this in advance and are required to make sure you are prepared. If you do not take it before it closes, then you must have documentation of extenuating circumstances; Technology or Internet does not count as extenuating per campus policy for Online students. You are required to show your photo ID in order to take your exam on Examiity, have your webcam and sound on at all times.