

**MONTGOMERY COLLEGE**  
**Course Syllabus**  
**Health Information Management Program**  
**HINM 165 Introduction to ICD 10 Coding**

**I. Contact Information**

Faculty: Corinne Smith, MBA RHIA CCS CDIP CHDA

Email: [Corinne.Smith@montgomerycollege.edu](mailto:Corinne.Smith@montgomerycollege.edu)

Office: HC 243 (by appointment only)

Phone: (240) 567-5521

**II. General Course Information**

Introduction to ICD Coding

This course is designed to introduce the student to the ICD-10-CM/PCS classification with considerable time spent coding diagnoses and procedures. The student will gain exposure in abstracting and indexing diagnostic and procedure codes as well as retrieving medical information for research. *Prerequisites: HINM 134, either HINM 115 or BIOL 130 and 131, and HI 120 or consent of the program coordinator. One hour lecture, three hours laboratory each week.*

Email/communications policy:

If you need to contact me or another member of the class directly, the best way to do so is through the Blackboard **course mail** function. I will respond to all course mail **within 2 business days** of receiving it. If your inquiry is of a general nature, (i.e. questions about course policies and/or assignments), that you think other students would benefit from knowing, please post your questions in the **General Course Questions** section of the discussion area, rather than emailing me directly. If Blackboard is down, you can also email me at [Corinne.smith@montgomerycollege.edu](mailto:Corinne.smith@montgomerycollege.edu)

Technical Requirements:

<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=9356>

Montgomery College IT Help Desk at 240-567-7222.

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Because this course is taught entirely online, all students are required to have strong computer literacy, and to be comfortable interacting in an online environment. All students should familiarize themselves with **Blackboard**, the course management system used for distance learning classes at MC.

### **III. Student Learning Outcomes**

At the end of this course, the student will be able to:

- Demonstrate understand of the historical development and disease classification and nomenclature, classification, nosology, morbidity and mortality.
- Demonstrate understanding of the organizations involved in the development, maintenance and publishing of ICD; identify the positions of the JCAHO, HCFA, AHIMA on terminology used in documenting diagnoses and procedures for all types of patient encounters.
- Demonstrate understanding of the Uniform Hospital Discharge Data Set (UHDDS) by: recognizing the fourteen data elements; selecting the appropriate principal diagnosis and principal procedure for all types of patient encounters.
- Demonstrate understanding of ICD-10-CM/PCS format and conventions by applying: the maximum number of digits in category and subcategory codes; defining the systems, symbols, punctuation marks, uniform abbreviations, instructional terms and related terms.
- Accurately assign diagnostic and procedural codes to conditions for and procedures for all body systems by correctly applying the appropriate coding guidelines.

### **AHIMA DOMAINS, SUBDOMAINS AND TASKS**

The following AHIMA entry-level competency for health information management at the Associate degree level is assessed in this course:

Subdomain I.A.

1. Apply diagnosis/procedure codes according to current guidelines.

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**IV. Textbooks, Workbooks, and Supplies**

**ICD-10-CM Expert for Hospitals 2019**

Author: Optum 360

Publisher: American Medical Association

ISBN: 9781622544349

**ICD-10-PCS Expert 2019 – complete official code set**

Author: Optum 260

Publisher: American Medical Association

ISBN: 9781622544264

**ICD-10-CM+ICD-10-PCS CODING HANDBOOK 2019-WITHOUT ANSWERS**

Author: Leon-Chisen

Edition: N/A

ISBN: 9781556484414

The books required for this course are available at the Montgomery College bookstore (MC Books).

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**V. Course Requirements**

This course is composed of 14 unit assignments, 5 tests and a final comprehensive exam. See the course schedule for weekly topics, reading assignments, coding exercises due dates and test dates.

Assignments	420
Tests (5 @100 points per test):	<u>500</u>
Final Grade Points Possible =	960

**Minimum points to pass course (78%) = 748 points**

Final Comprehensive Exam: no points – student must achieve 78% to pass the course

**GRADING SCALE**

92-100% = A

84-91% = B

78-83% = C

65-77% = D

0-64% = F

**NO** extra credit will be given. Exams will be given during the days indicated on the schedule. Any changes to the schedule will be placed in the announcements section of Blackboard. **NO** test grades will be dropped; and tests may NOT be repeated at the student's request to raise a grade.

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**VI. Faculty Expectations and Course Policies**

Course Structure and Instructional Delivery

This course is divided into thirteen assignments, five tests, and a final competency exam at the end of the course. Students must complete all assignments, tests and exams, to receive a grade in the course. All content will be delivered via Collaborate meetings and Blackboard.

Weekly Time Commitment and Course Rigor

HINM 165/165L is a very rigorous class. College courses generally require a minimum of 2 study hours per week per credit. **Therefore, since HINM 165/165L is a 4 credit course, students can expect to spend a MINIMUM of 8 hours per week on homework assignments and studying for exams. The minimum homework/study requirements are IN ADDITION to the weekly 3 hour class meeting.** Medical coding is an intense, detail-oriented activity, and requires focus and concentration. It is highly recommended that students plan study time several times/week to meet the requirements of this class. Expecting less than 8 hours of HINM 165 work per week, or planning to do all the homework and studying in one day will not result in a positive outcome for this class.

Assignments and Tests

The assignments in this course have been designed for online distance education. Online assignments are contained in the Montgomery College Blackboard LMS. Access to this program is given to students at the beginning of the semester.

1. Students receive 50% of the assignment credit if the completed assignment is submitted by the due date. Incomplete assignments with missing answers receive less than the 50% assignment credit.
2. Students receive the remaining 50% assignment credit for submission of assignment corrections. Assignment corrections must be submitted within 1 week of the assignment due date. Incomplete assignment corrections with missing answers receive less than the 50% assignment corrections credit.

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3. Late assignments are accepted up to two (2) days late, with a 15% per day late penalty.
4. Late assignments submitted more than two (2) days late receive a zero (0).
5. Late assignment corrections submitted after the corrections due date receive a zero (0).

All tests must be taken as specified in the syllabus and Schedule. The instructor reserves the right to reschedule tests due to inclement weather or facility issues. **Once the instructor releases the assignment or test answers, late submissions will not be accepted.**

**Assignments points are given 50% for submission of coding answers, and 50% for submission of assignment correction/review. The instructor reserves the right to award partial points for assignment corrections that are minimal or incomplete. Tests cannot be taken after the submission period has ended. Assignments must be submitted by the due date using the Blackboard assignment submission area.**

Medical Learning Center Guidelines

1. Students must make an appointment for all Tests. The Medical Learning Center (MLC) will accept walk-ins based on availability. If a student does not make an appointment for his/her test, there is no guarantee there will be testing spot available during the testing period.
2. Students must arrive in time to take the exam. If the MLC is closing and the student has not finished his/her test, the MLC staff reserves the right to prematurely terminate the student exam and close the Center.
3. If the MLC staff observes suspicious behavior, the MLC staff may terminate the student's exam. Cell phones, pagers and web browsing during exams are not permitted. All belongings except for coding books must be placed in the counter area and cannot be taken to the testing station. If a student is caught cheating on

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a test, he/she will receive a zero on that test and be referred to the HIM Program Coordinator and/or Health Sciences Chair for counseling.

4. It is the student's responsibility to make an appointment in the MLC during the testing days and take the test. Failure to take the test during the testing days (without prior arrangement with the instructor) will result in a zero for the test. There are NO make-up tests if a student forgets to take the test during the scheduled testing days.
5. Computer problems should be reported to MLC staff immediately. If a student does not report a technical problem at the time it is occurring, then there will be no recourse if that technical problem interferes with the student's performance on the exam. (If it is not reported, it didn't happen.)

**Medical Learning Center Website:**

<http://www.montgomerycollege.edu/Departments/medlearntp/>

**Telephone: 240-567-5591 OR 240-567-5592**

Course Competency Final Exam

**The final exam is a measurement of your ability to grasp the concepts presented in this course. You must pass the exam with a score of 78% (C) or better to pass the course. There are no points assigned to your grade for this final exam; you must pass it with a grade of "C" or better to receive a passing grade in the class.**

Participation in an Online Class

Students in an online course must be self-motivated and approach this course prepared for, and with a desire to learn. It is your responsibility to check into the course site regularly (5-7 days per week) for Announcements. All assignments are listed in the course schedule by date; it is your responsibility to be aware of, and adhere to important deadlines. Extensive absence in the online learning environment will seriously inhibit your progress in this course and is disruptive to the rest of the class as well. As the instructor, I will not reach out to you on an individual basis to see why you haven't been

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submitting assignments and/or participating in discussions. If you are seriously ill, or have other unanticipated personal issues that prevent you from fully participating in the course during a given week, please contact me as early as possible to discuss your options. Again, regardless of your excuse, it is your responsibility to contact me.

Attendance at the weekly online lectures or labs is not mandatory. However, students who attend the weekly online meetings (and/or listen to the posted recording) will perform better in the course than those who do not participate in the class meetings.

***The healthcare field and technology are rapidly changing and the HIM program strives to meet the challenges of those changes. The HIM Program and your course instructor reserve the right to modify the syllabus and schedule to ensure course and program objectives are met.***

Access, Disability and Communication

Students who need accommodations due to a disability must send me a letter from Disability Support Services within the first two weeks of class. For more information visit the DSS website at

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

Grade of Incomplete

A student who completes at least 50% of the assignments in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an Incomplete (I) is warranted. Incompletes must be approved by the Dean of Health Sciences and are given in extreme situations. If the Dean of Health Sciences grants an incomplete, a deadline for completion of the coursework will be imposed. If the work is not submitted by the deadline, the grade automatically becomes an F.

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Participation and Contribution Policy

Montgomery College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor. Students are expected to regularly participate as directed by the instructor. Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade or to lower the amount of credit awarded for a course.

Academic Integrity

Montgomery College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Montgomery College has adopted an academic honesty policy that imposes penalties for students who are dishonest in examinations, assignments, or any other academic activity; who plagiarize; who falsify college forms or records; or who willfully aid other students in an act of academic dishonesty. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. Refer to the Code of Student Conduct for a full policy statement: MC Student Code of Conduct:

[http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student\\_code\\_of\\_conduct](http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student_code_of_conduct)

Privacy Policy:

Your electronic communications in discussion forums or elsewhere on the site are not guaranteed to be private. In addition to the instructor, technical staff or administrative personnel may also access the course. In order to respect your privacy, the sharing of personal information or posting of photographs is voluntary, not required.

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Withdrawal and Refund Dates

To view specific drop deadlines, log into your MyMC account:

- 1) Click on “My Class Schedule” under Student Quick Links
- 2) Select the current term
- 3) Click on “View Drop Deadline Dates” at the bottom of the page”

Delayed Opening or Closing of the College

Because of inclement weather or utility failure or for other reasons, it may be necessary to delay opening or suspend all operations of the College or an individual campus.

**Class schedule changes and cancellations will be communicated via Announcements in Blackboard.**

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**This is a tentative schedule and may be changed at the instructor's discretion.**  
**Any changes to class meeting dates or assignment or test due dates will be**  
**posted in Blackboard as a class announcement.**

<b>Week</b>	<b>Coding Topics</b>	<b>Reading Assignments</b>	<b>Action Items</b>
<b>1</b> <b>1/21 – 1/27</b>	<ul style="list-style-type: none"> <li>• Background of ICD-10-CM &amp; ICD-10-PCS</li> <li>• Introduction to ICD-10-CM</li> <li>• ICD-10-CM Conventions</li> <li>• UHDDS</li> <li>• Medical Record as a Source Document</li> </ul>	Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5	<p style="text-align: center;"><b>Attend Online Collaborate Class Thursday 1/24/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 1 Exercises in Blackboard by Midnight Sunday 1/27/19</b></p>
<b>2</b> <b>1/28 – 2/3</b>	<ul style="list-style-type: none"> <li>• Basic ICD-10-CM Coding Steps</li> <li>• Basic ICD-10-CM Coding Guidelines</li> </ul>	Chapter 6 Chapter 7	<p style="text-align: center;"><b>Attend Online Collaborate Class Thursday 1/31/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 2 Exercises in Blackboard by Midnight Sunday 2/3/19</b></p>
<b>3</b> <b>2/4 – 2/10</b>	<ul style="list-style-type: none"> <li>• Introduction to ICD-10-PCS</li> <li>• Basic ICD-10-PCS Coding Steps</li> <li>• Review for Test 1</li> </ul>	Chapter 8 Chapter 9 Chapter 10 Chapter 11	<p style="text-align: center;"><b>Online Coding Open Lab Monday 2/4/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Online Collaborate Class Thursday 2/7/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 3 Exercises in Blackboard by Midnight Sunday 2/10/19</b></p>

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<b>4</b> <b>2/11 – 2/17</b>	<ul style="list-style-type: none"> <li>• Z Codes</li> <li>• External Cause Codes</li> <li>• Signs &amp; Symptoms Coding</li> </ul>	Chapter 12 Chapter 13	<p style="text-align: center;"> <b>Take Test 1 in Medical Learning Center (before MLC closes on Friday 2/15/19)</b>  <b>Test 1 covers Chapters 1 – 11</b> </p> <p style="text-align: center;"> <b>Online Coding Open Lab Monday 2/11/19 6:00pm – 8:00pm</b> </p> <p style="text-align: center;"> <b>Attend Collaborate Class Thursday 2/14/19 6:30pm</b> </p> <p style="text-align: center;"> <b>Complete Week 4 Exercises in Blackboard by Midnight Sunday 2/17/19</b> </p>
<b>5</b> <b>2/18 – 2/24</b>	<ul style="list-style-type: none"> <li>• Infectious &amp; Parasitic Diseases</li> <li>• Endocrine, Nutritional &amp; Metabolic Diseases</li> <li>• Mental Disorders</li> </ul>	Chapter 14 Chapter 15 Chapter 16	<p style="text-align: center;"> <b>Online Coding Open Lab Monday 2/18/19 6:00pm – 8:00pm</b> </p> <p style="text-align: center;"> <b>Attend Collaborate Class Thursday 2/21/19 6:30pm</b> </p> <p style="text-align: center;"> <b>Complete Week 5 Exercises in Blackboard by Midnight Sunday 2/24/19</b> </p>

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<p style="text-align: center;"><b>6</b> 2/25 – 3/3</p>	<ul style="list-style-type: none"> <li>• Diseases of Blood and Immune System</li> <li>• Diseases of Nervous System</li> </ul>	<p>Chapter 17 Chapter 18</p>	<p style="text-align: center;"><b>Take Test 2 in Medical Learning Center (before MLC closes on Friday 3/1/19)</b>  <b>Test 2 covers Chapters 12 – 16</b></p> <p style="text-align: center;"><b>Online Coding Open Lab Monday 2/25/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 2/28/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 6 Exercises in Blackboard by Midnight Sunday 3/3/19</b></p>
<p style="text-align: center;"><b>7</b> 3/4 – 3/10</p>	<ul style="list-style-type: none"> <li>• Diseases of the Respiratory System</li> <li>• Diseases of the Digestive System</li> <li>• Diseases of the Genitourinary System</li> </ul>	<p>Chapter 19 Chapter 20 Chapter 21</p>	<p style="text-align: center;"><b>Online Coding Open Lab Monday 3/4/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 3/7/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 7 Exercises in Blackboard by Midnight Sunday 3/10/19</b></p>
<p style="text-align: center;"><b>8</b> 3/11 – 3/17</p>	<p><b>SPRING BREAK!! GET SOME SLEEP!!</b>  <b>(No Coding Lab or Collaborate Class)</b></p>		

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<p style="text-align: center;"><b>9</b> <b>3/18 – 3/24</b></p>	<ul style="list-style-type: none"> <li>• Diseases of the Skin</li> <li>• Diseases of the Musculoskeletal System</li> </ul>	<p>Chapter 22 Chapter 23</p>	<p style="text-align: center;"><b>Take Test 3 in Medical Learning Center (before MLC closes on Friday 3/22/19)</b>  <b>Test 3 covers Chapters 17 – 21</b></p> <p style="text-align: center;"><b>Online Coding Open Lab Monday 3/18/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 3/21/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 9 Exercises in Blackboard by Midnight Sunday 3/24/19</b></p>
<p style="text-align: center;"><b>10</b> <b>3/25 – 3/31</b></p>	<ul style="list-style-type: none"> <li>• Diseases of the Circulatory System</li> <li>• Neoplasms</li> </ul>	<p>Chapter 28 Chapter 29</p>	<p style="text-align: center;"><b>Online Coding Open Lab Monday 3/25/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 3/28/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 10 Exercises in Blackboard by Midnight Sunday 3/31/19</b></p>

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Week	Coding Topics	Reading Assignments	Action Items
<p style="text-align: center;"><b>11</b> <b>4/1 – 4/7</b></p>	<ul style="list-style-type: none"> <li>• <b>Pregnancy &amp; Childbirth</b></li> <li>• <b>Abortion/Ectopic Pregnancy</b></li> </ul>	<p style="text-align: center;"><b>Chapter 24</b> <b>Chapter 25</b></p>	<p style="text-align: center;"><b>Take Test 4 in Medical Learning Center (before MLC closes on 4/5/19) Test 4 covers Chapters 22, 23, 28 &amp; 29</b></p> <p style="text-align: center;"><b>Online Coding Open Lab Monday 4/1/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 4/4/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 11 Exercises in Blackboard by Midnight Sunday 4/7/19</b></p>
<p style="text-align: center;"><b>12</b> <b>4/8 – 4/14</b></p>	<ul style="list-style-type: none"> <li>• <b>Congenital Anomalies</b></li> <li>• <b>Perinatal Conditions</b></li> </ul>	<p style="text-align: center;"><b>Chapter 26</b> <b>Chapter 27</b></p>	<p style="text-align: center;"><b>Online Coding Open Lab Monday 4/8/19 6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 4/11/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 12 Exercises in Blackboard by Midnight Sunday 4/14/19</b></p>

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<p style="text-align: center;"><b>13</b> <b>4/15 – 4/21</b></p>	<ul style="list-style-type: none"> <li>• Injuries</li> <li>• Burns</li> </ul>	<p>Chapter 30 Chapter 31</p>	<p style="text-align: center;"><b>Take Test 5 in Medical Learning Center (before MLC closes on Friday 4/19/19)</b>  <b>Test 5 covers Chapters 24, 25, 26 &amp; 27</b></p> <p style="text-align: center;"><b>Online Coding Open Lab</b>  <b>Monday 4/15/19</b>  <b>6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class</b>  <b>Thursday 4/18/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 13 Exercises in Blackboard by Midnight</b>  <b>Sunday 4/21/19</b></p>
<p style="text-align: center;"><b>14</b> <b>4/22– 4/28</b></p>	<ul style="list-style-type: none"> <li>• Poisonings, Adverse Effects, Underdosing</li> <li>• Complications of Surgery/Medical Care</li> </ul>	<p>Chapter 32 Chapter 33</p>	<p style="text-align: center;"><b>No test on Chapters 30 – 33. Content will be included on Comp Exam.</b></p> <p style="text-align: center;"><b>Online Coding Open Lab</b>  <b>Monday 4/22/19</b>  <b>6:00pm – 8:00pm</b></p> <p style="text-align: center;"><b>Attend Collaborate Class</b>  <b>Thursday 4/25/19 6:30pm</b></p> <p style="text-align: center;"><b>Complete Week 14 Exercises in Blackboard by Midnight</b>  <b>Sunday 4/28/19</b></p>

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<p style="text-align: center;"><b>15</b> <b>4/29 – 5/5</b></p>	<ul style="list-style-type: none"> <li>• Coding and Reimbursement</li> <li>• Present on Admission Indicator</li> <li>• Review for Comp Exam</li> </ul>	<p>Appendix A Appendix B Supplemental Readings posted in Blackboard</p>	<p style="text-align: center;"><b>No Online Coding Open Lab this week</b></p> <p style="text-align: center;"><b>Attend Collaborate Class Thursday 5/2/19 6:30pm</b></p> <p style="text-align: center;"><b>No homework this week</b></p> <p style="text-align: center;"><b>Study for Comp Exam</b></p>
<p style="text-align: center;"><b>16</b> <b>5/6 – 5/10</b></p>	<p><b>Take Comp Exam in Medical Learning Center</b></p>		
<p><b><u>Medical Learning Center</u></b></p> <p>Website: <a href="http://www.montgomerycollege.edu/Departments/medlearntp/">http://www.montgomerycollege.edu/Departments/medlearntp/</a></p> <p>Telephone: 240-567-5591 OR 240-567-5592</p>			