



# Introductory ICD-10-AM,ACHI and ACS 7<sup>th</sup> edition COURSE INFORMATION

The International Classification of Diseases (ICD) is published by the World Health Organisation (WHO) for worldwide use in translating the narrative descriptions of diseases, injuries and procedures contained in medical records into alphanumeric codes. In Australia the classification system is ICD-10-AM, ACHI and ACS.

The coded medical record data is used within health care facilities throughout Australia for various purposes including casemix management, clinical research, health services planning, funding and resource allocation.

The role of the clinical coder is to correctly analyse the medical record to determine what should be coded and to allocate correct codes.

This course has been designed for students who have no prior coding knowledge or who have limited coding experience and begins with the basics of disease and procedure classification and coding from medical record information.

After successfully completing this course students will have the skills and concepts to code from medical records generated by an episode of care such as day surgery, planned surgery or simple medical problems.

## Prerequisite for the course

The prerequisite for the course is a comprehensive knowledge of medical terminology. To ensure that those applying for enrolment have this level of knowledge HIMAA Education Services will only accept enrolments from those who have

- successfully completed HIMAA Comprehensive Medical Terminology
- or
- passed the HIMAA Challenge Examination in Medical Terminology

within twelve months of the intake dates for enrolment in the Introductory ICD-10-AM, ACHI and ACS Clinical Coding Course.

## Intake dates

In 2010 there are two intake dates with **enrolments closing on**

- 12 April - course commences 10 May
- 12 July - course commences 9 August

## Course delivery

HIMAA courses are delivered by distance education. Students work at home and are not required to attend classes. HIMAA is very

experienced in the delivery of distance education. Our Education Officers remain in contact with students throughout the course and are available to answer questions about material in the textbook, workbook, assessments and final examination.

## Enrolment fee

The fee for Introductory ICD-10-AM, ACHI and ACS for **Australian students** is **\$2,216.00** (includes GST) or **AUD2,429.00** for **overseas students** (except New Zealand).

For **Australian students** the enrolment fee may be paid in two instalments of **\$1,214.50**. (includes GST and administration charges). A surcharge of 2% applies to fees paid by credit card.

Financial members of HIMAA or CCSA are eligible for a 10% discount on all course fees (except New Zealand members). Please see enrolment form for discounted fees.

New Zealand students please visit our website or contact the Administration Officer Education Services for further information.

## Policies on fees

Fees must be paid at the time of enrolment. If the enrolment is cancelled before the course materials have been distributed HIMAA will refund the enrolment fee paid less an administration charge of \$181.00 (includes GST).

Further information is included in the Student Handbook.

## Course materials

HIMAA Education Services supplies printed course materials, assessments and the HIMAA textbook for the course Mitchell, J., & Best, L. (1998) *Introduction to Coding with ICD-10-AM, ACHI and ACS 7<sup>th</sup> edition* North Ryde, NSW: HIMAA.

Students may submit assessments by mail, fax or email. Students who chose to submit assessments by email are required to tick the appropriate box on the enrolment form. A CD formatted in Microsoft Word 2003 will then be provided with the course materials.

The course materials are distributed to all students approximately two weeks after enrolments close.

## Additional textbook requirements

Students must purchase or have access to the five volumes of *ICD-10-AM, ACHI and ACS 7<sup>th</sup> edition* in book format.

**These volumes are published and distributed by the National Centre for Classification in Health (NCCH).**

**Note** An NCCH order form entitling students to a discounted price for the five volumes is included with the enrolment confirmation from HIMAA website  
[http://nis-web.fhs.usyd.edu.au/ncch\\_new/](http://nis-web.fhs.usyd.edu.au/ncch_new/)

### **Course objectives**

After completing Introductory ICD-10-AM,ACHI and ACS 7<sup>th</sup> edition students should

- ◆ be familiar with the structure and organisation of the five volumes of ICD-10-AM,ACHI and ACS 7<sup>th</sup> edition
- ◆ understand the conventions and instructions used in ICD-10-AM,ACHI and ACS 7<sup>th</sup> edition
- ◆ be able to apply the Australian Coding Standards to clinical coding
- ◆ be able to select appropriate conditions and procedures for coding from medical records generated by an episode of care such as day surgery, planned surgery or simple medical problems
- ◆ be able to identify the principal diagnosis and principal procedure for an admission
- ◆ be able to assign complete and accurate codes from ICD-10-AM,ACHI and ACS 7<sup>th</sup> edition for diseases, conditions, injuries and procedures.

### **Course content**

The course is divided into fifteen modules.

1. Introduction to coding and coding diseases with ICD-10-AM
2. Coding procedures with ACHI
3. Australian Coding Standards and coding from medical records
4. Coding symptoms, factors influencing health status and infectious diseases
5. Coding neoplasms
6. Coding blood, endocrine and mental disorders
7. Coding nervous system, eye and ear diseases
8. Coding circulatory diseases
9. Coding respiratory, digestive and skin diseases
10. Coding musculoskeletal and genitourinary diseases
11. Coding pregnancy, childbirth and the puerperium
12. Coding perinatal and congenital conditions
13. Coding injuries and causes of injury
14. Coding poisonings and causes of poisonings
15. Revision (self-assessments and answers)

### **Timetable for submission of assessments**

Within each intake the student must select **one** timetable for submission of assessments. Timetables have been allocated based on study and assessment submission requirements and the

examination dates scheduled by HIMAA Education Services. All timetables commence at the same time and Timetable 1 is the minimum time allowed for completion of this course. Further information is enclosed with this brochure and is available on our website.

### **Assessments**

After completion of each module an assessment is submitted to the Education Officer for evaluation and comment. Students receive feedback on each assessment and can contact the Education Officer for clarification if required. Each assessment is marked out of 100. After all assessments have been completed students are required to sit a two hour written final examination based on the material covered in the course materials.

The overall pass mark for the course is 80%.

### **Monitoring student progress**

Student progress will be monitored throughout each intake. Further information is included in the Student Handbook.

### **Final examination**

Final examinations are scheduled in relation to the timetables allocated to each intake. Please refer to the timetable information enclosed with this brochure. To prepare for the final examination eligible students receive a practice final examination paper and answers.

### **Course completion**

Students who successfully complete this course will receive the HIMAA Certificate of Achievement

### **Complaints or appeals**

HIMAA Education Services has policies and procedures in place to resolve difficulties, appeals and complaints in a prompt, impartial and just manner. Further information is included in the Student Handbook.

### **Privacy**

HIMAA collects personal information for the purposes of general administration, identification, communication, state and national reporting, program monitoring and evaluation. We collect, manage, use and disclose personal information strictly in accordance with privacy legislation. Further information is included in the Student Handbook.

### **General enquiries**

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