الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

CLINICAL CODING PROGRAM

CLINICAL CODING SYLLABUS

INTRODUCTION

Clinical Coding ranks as one of the most promising careers around the world. In fact, it is now considered a high-demand profession and the role of coders has become more important than ever. Clinical Coding involves reviewing, analyzing, and translating medical information from a patient's health record into alphanumeric/numeric codes, using a complex health classification system. The resulting data provides comprehensive quality information that is used for direct patient care, physician and hospital reimbursement, research, decision making and health system planning. The future clinical coders will have twice the opportunity to make a difference and shoulder twice the responsibility that they do today. The plan is to fill the gap by candidates who are not only talented and skilled, but also ethical.

VISION
To build a competent and sustainable clinical coding workforce for the Kingdom of Saudi Arabia to meet coding requirements in all healthcare settings by 2020.

MISSION
To promote clinical coding as a profession by establishing a unified National Training Framework, Guidelines and minimum requirements in order to have highly qualified Saudis in alignment with KSA Vision 2030.

PROGRAM OBJECTIVES:
By the end of this program, the student will be able to:

1. Identify the structure and organization of the five volumes of ICD-10-AM, ACHI and ACS.
2. Interpret the conventions and instructions used in ICD-10-AM, ACHI and ACS.
3. Apply the Australian Coding Standards.
4. Examine health record structure, principles, language of clinical practice and diseases/conditions/diagnoses and medical treatments in simple to moderate cases.
5. Extract relevant clinical information from medical records.
6. Identify principal diagnosis and principal procedure for an admission as well as additional diagnoses and additional procedures.
7. Select accurate codes from ICD-10-AM, ACHI and ACS for diseases, conditions, injuries and procedures.

CODER COMPETENCIES

After finishing the clinical coding program, coders must be capable to achieve the following:

1. Work effectively in the healthcare system
2. Extract clinical information to support coding
3. Prepare to work as clinical coder
4. Assign codes to an episode of care
5. Ensure quality of coded data
6. Manage time, resources and professional development (Internship)
7. Comply with workplace policies, procedures, and professional requirements (Internship)

TRAINING DELIVERY MODE

- **Face-to-face**: to obtain an understanding of basic concepts that are required to undertake further study (Elaborated lectures/ discussion and activities for each module will be prepared by each training site based on the curriculum/ syllabus objectives, competencies and blueprint provided).
- **Self-learning (e.g. prescribed sections of textbooks and online materials):** to reinforce/strengthen students understanding of the coding conventions, standards and practices.
- **Internship:** by reviewing records and practicing coding in the sponsor hospital under direct supervision (Mentor).
- **Blended Model**: Combine classroom learning with online learning.

COURSE TEXT/ READING MATERIALS AND RESOURCES

REQUIRED READING MATERIALS:
Clinical Coding:
1. National Centre for Classification in Health. 2008, 6th edition, The International Statistical Classification of Diseases and Related Health Problems " Australian Coding Standards".
2. ICD-10 commandments (coding matters).
Medical Science:
1. Mastering Medical Terminology Australia and New Zealand (2nd edition) by Sue Walker, Maryann Wood and Jenny Nicol.
2. Essentials of Human Anatomy & Physiology, 12th edition by Elaine N Marieeb & Suzanne M Keller.
3. Mosby's Dictionary of Medicine, Nursing & Health Professions'
RECOMMENDED REFERENCES:
1. Pharmacology Essentials for Allied Health by Jennifer Danielson; Jill Marquis; and Randall LeuVoy.
2. Essential Emergency Trauma Kaushal H. Shah & Daniel Egan.

STUDENT RESPONSIBILITIES

Students will take ownership of their actions by exhibiting the following behaviors:

1- Demonstrate academic integrity and honesty.

2- Attend and participate in classes, labs, and seminars, prepared and on time.

3- Complete the assigned work in a timely manner with attention to quality of work.

4- Communicate in a careful and respectful manner with instructors, peers, and other members of the program.

5- participate as an engaged learner and submit assignments as per instructed deadline.

6- Act in a civil manner that respects the college level learning/social environment and complies with program policies outlined in the student and program manual.

7- Utilize program resources and seek help when needed.

8- Respect diverse ideas and opinions. Identify, develop, and implement a plan to achieve their educational goals.

EVALUATION AND ASSESSMENT

The evaluation should be done as following:

1. **Assessments:**
   - After finishing each module, students should undertake assessment. The educator should monitor the student's progress through these assessments. Educator provide the student with feedback where appropriate.
   - Assessments should include: Case Studies, Discharge Summaries, and Medical Records. True/False questions and multiple choices should be limited in the Coding Assessments.

2. **Internship**: Internship is for practice coding a medical record in a sponsored hospital. Student will be evaluated for:

   - The number of episodes per specialty
   - 80% Correct assignment for the following:
     - Principle diagnosis.
     - Additional diagnoses.
     - Interventions.
     - Sequence of codes.

3. **Accreditation Exam:**
   The final exam will be conduct at Health Academy\SCFHS by the end of the program.

COURSE PASSING REQUIREMENTS & GRADING SYSTEM:
- Attendance and attitude 10%
- Frequent quizzes 10%
- Module assessments 50% (each assessment can be taken in two attempts.
- Internship 30%
- Total passing score for the course is 80%

Marking mechanism for medical science modules:
- Assessment for medical science will be defined by the instructor.
- Students must pass the medical science modules to be eligible for taking the coding modules.
- Passing score for the medical science modules is 80%

Note: upon completing course requirement, students will receive certificate of program completion and be eligible to sit the final exam in the SCFHS. Upon passing the final exam, students will receive graduating certificate.

Tentative course schedule:

Module No.	Module Name	Self-Learning	Classroom Training 5 Days/week	Hands-on Practice	Online interaction	Total Credit Hours	Duration
1	Introduction to Healthcare setting/communication /work ethics	6	17	-	1	24	1 week
2	Introduction to Medical Science	12	34	-	1	47	2 weeks
3	Medical Science/Blood, Lymphatic and Immune Systems	6	17	-	1	24	1 week
4	Medical Science/ Nervous System, Special Senses	6	17	-	1	24	1 week
5	Medical Science/ Endocrine and Metabolic Systems and Mental Health	6	17	-	1	24	1 week
6	Medical Science/Cardiovascular and Respiratory Systems	6	17	-	1	24	1 week
7	Medical Science/ Digestive, Dental & Urinary Systems	6	17	-	1	24	1 week
8	Medical Science/ Musculoskeletal	6	17	-	1	24	1 week
9	Medical Science/ Reproductive System	6	17	-	1	24	1 week
10	Medical Science/Traumatology	6	17	-	1	24	1 week
11	**Revision/Final Exam**	-	-	-	-	-	1 week
12	Introduction to Health Information Management/Clinical Coding	6	17	-	1	24	1 week
13	Australian Coding Standards and abstraction from Medical Record	12	34	-	1	47	2 weeks
14	Coding symptoms, factors influencing health status and infectious diseases	6	17	-	1	24	1 week
15	Coding neoplasms	12	34	-	1	47	2 weeks
16	Coding Blood, endocrine and mental health	12	34	-	1	47	2 weeks
17	Coding nervous system, eye and ear diseases	12	34	-	1	47	2 weeks
18	Coding circulatory diseases	12	34	-	1	47	2 weeks
19	Coding Respiratory, Digestive, Dental and Skin diseases	6	17	-	1	24	1 week
20	Coding musculoskeletal and genitourinary diseases	12	34	-	1	47	2 weeks
21	Coding pregnancy, childbirth and the puerperium	12	34	-	1	47	2 weeks
22	Coding Perinatal and Congenital Conditions	12	34	-	1	47	2 weeks
23	Coding Injuries and External cause of injuries	12	34	-	1	47	2 weeks
24	Coding Poisoning and External Cause of Poisoning	12	34	-	1	47	2 weeks
25	**Revision**	-	-	-	-	-	1 week
26	Internship	-	-	360		360	12 weeks
Total						1165 Hours	48 Weeks