

HIM 2625 - HIM Applied Practice

Fall 2026 Syllabus, Section 01, CRN 43595,

Credit hours: 2

Instructor

Amy Zinno

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Public Instructor Information

Instructor Title: Amy Zinno, AAS, CMA, AAMA, CCA

Instructor Professional Qualifications:

Associate of Applied Science, Medical Assisting, Jefferson Community College

Medical Assisting Certificate, Jefferson Community College

Certified Medical Assistant, American Association of Medical Assistants (AAMA)

Certified Coding Associate, American Health Information Management Association (AHIMA)

Instructor Office Location: Steubenville, 2530G

Instructor Office Phone: 740-206-9781

Course Description

2625. HIM Applied Practice . Students who successfully complete this course will demonstrate the ability to accurately code both ICD-10-CM/PCS and CPT codes for all types of patient encounters using case studies. They will gain additional practice using an encoder as well as using the proper coding manuals. 2 Lecture Hour. Prereq.: HIM 2600 with a grade of C or higher and HIM 2610 with a grade of C or higher. Coreq.: HIM 2620. 2 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Clinical Coding Workout	AHIMA	9781939635334, e-book ISBN (if needed) 9781939635341

Also Required:

2025 CPT Coding Manual, AHIMA, 9781640163041 *(Should already have this book from HIM2600 CPT Coding)*

2025 ICD-10-CM Coding Manual, AHIMA, ISBN: 9781584269861 *(Should already have this book from HIM2610 ICD-10 Coding)*

2025 ICD-10-PCS Coding Manual, AHIMA, ISBN: 9781584269892 *(Should already have this book from HIM2610 ICD-10 Coding)*

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and guidelines CPT Coding Manual – Alphabetic Index, guidelines, code categories, symbols, and modifiers	Review of Coding Manuals, Guidelines, and Resources	Due 8/30 at 11:59pm: Week 1 Assignment: Coding Manuals & Resources Review



8/31	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and guidelines CPT Coding Manual – Alphabetic Index, guidelines, code categories, symbols, and modifiers Clinical Coding Workout Book: Review the chapters/sections associated with the assigned exercises	Application of ICD-10-CM and CPT Coding Guidelines	Due 9/6 at 11:59pm: Week 2 Assignment: Applying ICD-10-CM and CPT Coding
9/7	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and guidelines CPT Coding Manual – Alphabetic Index, guidelines, code categories, symbols, and modifiers Clinical Coding Workout – Chapter 9: Case Studies from Physician-Based Health Records	Physician-Based Coding Case Studies	Due 9/13 at 11:59pm: Week 3 Assignment: Physician-Based Coding Case Studies
9/14	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 9: Case Studies from Physician-Based Health Records	Advanced Physician-Based Coding Applications	Due 9/20 at 11:59pm: Week 4 Assignment: Physician-Based Coding Case Studies: Continued Practice
9/21	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 9: Case Studies from Physician-Based Health Records	Advanced Physician-Based Coding	Due 9/27 at 11:59pm: Week 5 Assignment: Advanced Physician-Based Coding
9/28	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 5: Case Studies from Ambulatory Health Records	Ambulatory Coding Case Studies	Due 10/4 at 11:59pm: Week 6 Assignment: Ambulatory Coding Case Studies
10/5	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 5: Case Studies from Ambulatory Health Records	Advanced Ambulatory Coding Applications	Due 10/11 at 11:59pm: Week 7 Assignment: Advanced Ambulatory Coding Case Studies
10/12	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 5: Case Studies from Ambulatory Health Records	Ambulatory Coding and Infusion Services	Due 10/18 at 11:59pm: Week 8 Assignment: Ambulatory Coding and Infusion Services



10/19	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 5: Case Studies from Ambulatory Health Records	Comprehensive Ambulatory Coding Practice	Due 10/25 at 11:59pm: Week 9 Assignment: Comprehensive Ambulatory Coding Practice
10/26	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 5: Case Studies from Ambulatory Health Records	Comprehensive Ambulatory Coding Applications	
11/2	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting Clinical Coding Workout – Chapter 7: Case Studies from Inpatient Health Records	Inpatient Coding Case Studies	Due 11/1 at 11:59pm: Week 10 Assignment: Comprehensive Ambulatory Coding Applications
11/9	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting Clinical Coding Workout – Chapter 7: Case Studies from Inpatient Health Records	Advanced Inpatient Coding Applications	Due 11/8 at 11:59pm: Week 11 Assignment: Inpatient Coding Case Studies
11/16	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting Clinical Coding Workout – Chapter 7: Case Studies from Inpatient Health Records	Comprehensive Inpatient Coding Practice	Due 11/15 at 11:59pm: Week 12 Assignment: Advanced Inpatient Coding Case Studies
11/23	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Chapter 7: Case Studies from Inpatient Health Records	Multi-Service Clinical Coding Applications	Due 11/22 at 11:59pm: Week 13 Assignment: Comprehensive Inpatient Coding Practice



11/30	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Refer to applicable chapters and case studies as needed	Comprehensive Coding Case Studies	Due 11/29 at 11:59pm: Week 14 Assignment: Multi-Service Clinical Coding Applications
12/7	ICD-10-CM Coding Manual – Alphabetic Index, Tabular List, conventions, and Official Guidelines for Coding and Reporting ICD-10-PCS Coding Manual – Index, Tables, definitions, and Official Guidelines for Coding and Reporting CPT Coding Manual – Alphabetic Index, code sections, guidelines, and modifiers Clinical Coding Workout – Refer to applicable chapters and case studies as needed	Comprehensive Coding Applications	Due 12/6 at 11:59pm: Week 15 Assignment: Case Study Project Due 12/12 at 11:59pm: Week 16 Final Case Study Project

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.