



Course Syllabus

Course #: HIT 2550 **Course Name:** CPT-4 Coding

Division: Business Technologies

Class Days: M,W **Class Time:** 6 p.m. – 8:20 p.m.

Location: A-206 **Laboratory:**

Credit Hours: 4 **Contact Hours:** 5 **Lab Hours:** 2 **Lecture Hours:** 3

Instructor: John Richey **Division Contact Person:** Mary Kay Blair

Office Location: A201-G **Division Office/Location:** B104

Phone: 419-559-2290 **Phone(s):** 419-559-2373

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Office Hours:

Course Description:

The student will be introduced to ambulatory coding and payment systems emphasizing CPT-4 coding. Laboratory experiences will emphasize the application of the related skills with accuracy and completeness.

Prerequisite(s): BIO 1210, BIO 1220, and MED 2400

Corequisite(s):

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

- Basic CPT/HCPCS Coding, 2006, by Gail Smith, RHIA, CCS-P, ISBN 1-58426-152-8
- Current Procedural Terminology, 2006, by the AMA, Standard Edition, ISBN 1-57947-697-X
- Clinical Coding Workout, Without Answers, 2006, ISBN 1-58426-149-8

Learning Outcomes:

General Education:

The purpose of this course is to introduce the student to the process of accurate and complete medical procedure coding as a work-based, task-oriented function and as an important part of health care delivery in all types of health care facilities. Experience in interpreting of various types of patient medical records for the proper procedure codes will be given along with an introduction to the special complexities that need to be considered when coding for each bodily system or medical specialty. The student will also gain experience in the use of procedure code modifiers and learn how these can be used to maximize reimbursement.

Technical Education:

Upon completion of this course, the student will:

1. Have an understanding of all the sections of the CPT book and how to use each to determine the correct procedure code.
2. Have an understanding of how to code procedures for the various medical specialties.
3. Have experience in interpreting various types of medical records to determine what procedures were performed and which are primary or secondary.
4. Have an understanding of the CPT modifiers used with each type of CPT code and how these can optimize reimbursement.
5. Understand the need for specificity and accuracy in coding and how this affects both the patient and reimbursement for services.

AHIMA Knowledge Cluster Content

Clinical Classification Systems:

- Principles and applications of coding systems (such as ICD-9-CM, ICD-10, CPT/HCPCS, DSM-IV).
- Diagnostic and procedural groupings (such as DRG, APC, RUGs, SNOMED-CT).
- Casemix analysis and indexes.
- Severity of illness systems.

AHIMA Entry-Level Competencies

- I. Domain: Healthcare Data Management
 - C. Subdomain: Clinical Classification Systems
 1. Use and maintain electronic applications and work processes to support clinical classification and coding.
 2. Apply procedure codes using CPT/HCPCS.
 3. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so on.
 4. Adhere to current regulations and established guidelines in code assignment.
 5. Validate coding accuracy using clinical information found in the health record.
 6. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM), SNOMED, and so on).
 7. Resolve discrepancies between coded data and supporting documentation.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

None.

Plan of Work:

Sessions	Date	Tests	Assignments and Homework
1	8/21		Chapter 1; email/voicemail
2	8/23		Chapter 1
3	8/28		Chapter 2; Ex 2.1 (evens), 2.2 (evens), 2.3 (evens)
4	8/30		Chapter 2; Ex 2.4–2.8 (all)
5	9/4	Labor Day – No Class	Chapter 3
6	9/6		Chapter 3; Ex 3.1 (all); Chapter 4 pgs 49-58; Ex 4.1 (odds), 4.2, 4.3; CCW 2.56–2.75 (odds)
7	9/11		Chapter 4 pgs 58-72; Ex 4.5–4.10, 4.12–4.14, 4.15 (odds)
8	9/13		Chapter 4 pgs 73-89; Ex 4.16–4.28 (all); CCW 2.76–2.95 (odds), CCW 2.96-2.115 evens
9	9/18	Test 1, Chapters 1-3	Chapter 4 pgs 89-99, Ex 4.29-4.32 (all), CCW 2.116-2.135 (odds)
10	9/20		Chapter 4, pgs 99-117, Ex 4.33-4.38 (all), 4.39 (odds), 4.40-4.42 (all), 4.43 (evens), CCW 2.136-2.155 (evens), 2.156-2.175 (odds)
11	9/25		Chapter 5
12	9/27		Chapter 5
13	10/2		Chapter 5
14	10/4	Test 2, Chapters 4-5	Chapter 5
15	10/9	Fall Break – No Class	Fall Break – No Class
16	10/11		Chapter 6
17	10/16		Chapter 6
18	10/18		Chapter 6
19	10/23		Chapter 7
20	10/25		Chapter 7
21	10/30	Test 3, Chapters 6-7	Chapter 7
22	11/1		Chapter 8
23	11/6		Chapter 8
24	11/8		Chapter 8
25	11/13		Chapter 8
26	11/15		Chapter 9
27	11/20	Test 4, Chapters 8-9	Chapter 9
28	11/22	Thanksgiving Break – No Class	Thanksgiving Break – No Class
29	11/27		Chapter 10
30	11/29		Chapter 10
31	12/4		Chapter 11
32	12/6	Test 5, Chapters 10-11	
33	12/11	Finals Week	Finals Week
34	12/13	Finals Week	Finals Week

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

70% = Tests, quizzes, and exams

20% = Homework and in-class exercises

10% = Participation/attendance

Participation/Attendance: Regular class attendance is necessary for successful completion of the course. Each student is responsible for all material assigned in this syllabus. Poor attendance can reflect in poor achievement. Please make every effort to extend the courtesy of informing the instructor of absences PRIOR to class.

Test will be completed independently in class and submitted for evaluation. Tentative exam dates are provided in the "Plan of Work". Grading scales are provided on each exam.

It is the student's responsibility to the instructor to make arrangements for make-up tests. Late exams will reduced by one (1) letter grade per day late. Make-up exams will be dated and taken in the Testing Center in the LRC, Building B, 3rd Floor.

Computer use: During class, students are permitted to use the computers for applications relevant to that class only (i.e. no email, games, internet, etc.) Use of other applications may be a distraction to other students.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 559-2208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).