HIT 210

Basic CPT Procedural Coding

Syllabus

Instructor

Jeanie Heck, BBA, CCS, CPC, FCS, PCS

Email address

Use Course Email (Internal Moodle email)

Course Introduction

This is a beginning level course in CPT, a clinical coding system used to code and bill procedures and services provided by outpatient facilities, physicians and other health care professionals. The structure, format, and usage of CPT, as well as its guidelines and common problems, are covered. The course also provides an introduction to Centers for Medicare and Medicaid Services (CMS) Healthcare Common Procedure Coding System (HCPCS Level II) and Ambulatory Payment Classifications (APCs). During the semester, the student will gain cumulative knowledge of the CPT coding system; each lesson will build upon the previous lessons as well as introduce new coding principles and concepts.

The AHIMA HIM Associate Degree Entry-level Competencies (called Domains, Subdomains, and Tasks) covered in this course include:

I. Domain: Health Data Management

B. Subdomain: Healthcare Information Requirements and Standards

2. Apply policies and procedures to ensure organizational compliance with regulations and standards.

3. Report compliance findings according to organizational policy.

C. Subdomain: Clinical Electronic Classification Systems

3. Apply procedure codes using CPT / HCPCS.

4. Assure accuracy of diagnostic / procedural groupings, such as APCs.

5. Adhere to current regulations and established guidelines in code assignment.

6. Validate coding accuracy using clinical information found in the health record.
8. Resolve discrepancies between coded data and supporting documentation.

D. Subdomain: Reimbursement Methodologies

1. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.

3. Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative.

III. Domain: Health Services Organization and Delivery

B. Subdomain: Healthcare Privacy, Confidentiality, Legal and Ethical Issues

1. Participate in the implementation of legal and regulatory requirements related to the health information infrastructure.

7. Apply and promote ethical standards of practice.

IV. Domain: Information and Technology Systems

A. Subdomain: Information and Communication Technologies

1. Use technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.

3. Use specialized software in the completion of HIM processes such as record tracking, release of information, coding, grouping, registries, billing, quality improvement, and imaging.

Course Objectives

Upon completion of this course, students should be able to demonstrate competencies in the following areas at the appropriate skill and knowledge level:

1. Apply CPT coding conventions and national CPT guidelines to correctly assign procedures and services codes to operative reports, clinic notes, and other medical record documentation, achieving at least 90% accuracy rate. [I.C.3; I.C.8]

2. Demonstrate ability to correctly sequence CPT codes according to federal, AMA, and other applicable coding and billing guidelines. [I.C.5]

3. Understand the differences between billing for physician professional services and facility services when assigning CPT codes. [I.C.3]

4. Utilize important medical and CPT coding references. [I.C.5]
5. Describe the concept of medical necessity and the importance of the link between ICD-9-CM and CPT in coding patient records. [I.C.6]

6. Demonstrate an understanding of HCPCS Level II basics. [I.C.3]

7. Demonstrate an understanding of Ambulatory Payment Classifications (APCs) and the differences between coding for physicians (professional fee coding) and hospital outpatients (facility coding). [I.C.4]

**HIT 210 Student Learning Outcomes**

<table>
<thead>
<tr>
<th>Student Learning Outcome #1</th>
<th>Reference to course objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply HCPCS Coding guidelines and conventions to health record documentation with increasing accuracy.</td>
<td>1, 2, 3, 5</td>
</tr>
</tbody>
</table>

Student learning outcome will be evaluated by:
1. Weekly quizzes and final exam
Grading rubric:
Satisfactory: 1. Weekly quizzes and final exam with a student grade of 70%
Unsatisfactory: 1. Weekly quizzes and final exam with a student grade of less than 70%

<table>
<thead>
<tr>
<th>Student Learning Outcome #2</th>
<th>Reference to course objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize HCPCS coding classification system references correctly</td>
<td>4</td>
</tr>
</tbody>
</table>

Student learning outcome will be evaluated by:
1. Weekly quizzes and final exam
Grading rubric:
Satisfactory: 1. Weekly quizzes and final exam with a student grade of 70%
Unsatisfactory: 1. Weekly quizzes and final exam with a student grade of less than 70%
<table>
<thead>
<tr>
<th>Student Learning Outcome #3</th>
<th>Reference to course objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract clinical information from health record documentation.</td>
<td>5</td>
</tr>
</tbody>
</table>

| Student learning outcome will be evaluated by: | |
| 1. Weekly quizzes and final exam | |
| Grading rubric: | |
| Satisfactory: | |
| 1. Weekly quizzes and final exam with a student grade of 70% | |
| Unsatisfactory: | |
| 1. Weekly quizzes and final exam with a student grade of less than 70% | |

<table>
<thead>
<tr>
<th>Student Learning Outcome #4</th>
<th>Reference to course objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss the concepts of medical necessity, Ambulatory Payment Classifications (APCs) and the impact of federal regulations (ex: HIPAA) on the HCPCS coding classification system.</td>
<td>3,5,7</td>
</tr>
</tbody>
</table>

| Student learning outcome will be evaluated by: | |
| 1. Weekly quizzes and final exam | |
| Grading rubric: | |
| Satisfactory: | |
| 1. Weekly quizzes and final exam with a student grade of 70% | |
| Unsatisfactory: | |
| 1. Weekly quizzes and final exam with a student grade of less than 70% | |

**Course Content**

This course is divided into units and provided online using Moodle. The units are grouped into Modules. There are three modules which are divided as per below. For exams there is a module I exam and a module II exam. The module exams cover all topics related to that specific module. The final exam covers all topics in entire course which is all three modules. There is no midterm exam specifically, please see course
evaluation method section later in this document. There are a total of 3 exams in this course; module I exam, Module II exam, and comprehensive final. There are also quizzes in most units on topic information related to that specific unit. Again, please see evaluation methods later in this document.

Module I

- Introduction to the Healthcare Common Procedure Coding System (HCPCS)
- CPT Basic Coding Principles
- CPT Usage, Guidelines, and Symbols
- CPT Index, Modifiers, and Appendices
- Anesthesia Services
- Surgery Services

Module II

- Evaluation and Management Services (E&M)

Module III

- Radiology Services
- Pathology and Laboratory Services
- Medicine Services
- Introduction to Ambulatory Payment Classification (APCs)

This course entails a large amount of textbook reading, lecture readings (provided in course) and completion of assigned exercises. It is important that you do read all your course information that is present in each lesson. Typos and mistakes are bound to happen in course documents or in course textbook. If you do find a typo or have a question about a course link or any information, you are to email me through the course and be mindful of professionalism and email etiquette with pointing out any possible error.

Methods of Instruction

- Lecture, using Moodle
- Textbook and workbook self-evaluation exercises
- Threaded forums or discussions
- Chat room discussions initiated by students
- Case studies
- Lesson and assignment discussion with instructor during office hours

**Required Texts**


Recommended course material/publication/text:

**Coders’ Desk Reference for Procedures**, current edition, published by Ingenix; see course document on materials for current information.

**Self-Evaluation Exercises**

Each lesson will assign Self-Evaluation Exercises, which will consist of coding practice exercises and case studies in the Basic Current Procedural Terminology and HCPCS Coding (Smith) workbook, and other exercises posted in individual lessons. The answers/solutions to these exercises will be provided with the lesson in the Moodle course. Students will not submit their responses to the Self-Evaluation Exercises to the instructor.

**Graded Coding Lab**

- Graded Coding Lab assignments may take the form of CPT code assignment for case studies or other written assignments as described in individual lessons. The objective of these assignments is to practice assigning CPT codes to actual patient record information and to enhance learning.

- Coding Lab assignments must be submitted using the quiz tool in Moodle or using the link provided in session/lesson. Other assignments may be required and are submitted per instructions and may use assignment link.

- For other course assignments, students must include their name, course number and section on each page of submitted assignments. Students should keep copies of all assignments.
**Coding Discussion Group**

Courses in the Health Information Technology Program are offered through distance learning. The entire class section will be organized into a study group. Any member of the group may pose a question using a forum. Any student or the instructor may respond to these questions. This will facilitate learning for each member of the group.

The course has Chat Rooms which are available for individual students together and/or for student(s) to meet with the instructor to discuss assignments or to review lesson content together. If a student or group of students would like to use Chat tool in Moodle, please contact course instructor.

**Quizzes and Examinations**

All quizzes, module examinations, and final examination will be administered online in this Moodle course. They are closed book and timed exams. The availability dates for exams are specified in the Course Calendar. Students will take each exam during the availability dates specified unless prior arrangements are made and approved by the course instructor. As in the submission of assignments, students are expected to take their own quizzes and exams. Honesty and integrity is expected of all students. The only resource you may use during the quizzes and exams is the CPT Coding Manual.

**Grades**

Grades are assigned for distance learning courses as in the courses provided on campus and will be calculated into the student's grade point average (GPA). Final grades are posted in Pipeline and will be accessible only by each individual student.

**Evaluation Methods**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Possible Points</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-evaluation exercises (no points are earned for self-evaluation exercises)</td>
<td>0 Points</td>
<td>0%</td>
</tr>
<tr>
<td>Weekly quizzes (12 @ 10 points each)</td>
<td>120 points</td>
<td>48%</td>
</tr>
<tr>
<td>Graded Coding Lab assignments</td>
<td>30 points*</td>
<td>12%</td>
</tr>
<tr>
<td>Module exams (2 @ 25 points each)</td>
<td>50 points</td>
<td>20%</td>
</tr>
</tbody>
</table>
**Final comprehensive exam**  
50 points  
20%

**Total points**  
250 points  
100%

*Graded assignments provided in course total 40 points, resulting in a possible 10 extra credit points. There will not be any additional extra credit assignments in this course.

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**Grade Calculation**

Grades will be calculated by placing the total points earned over the total points available. After conversion to a percentage, a letter grade will be determined based on the grading scale. Students enrolled in HIT programs must maintain a GPA of 2.0 or a C average.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Total Course Points</th>
<th>Percentage Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>225 to 250 Total Points</td>
<td>90 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>200 to 224 Total Points</td>
<td>80 to 89%</td>
</tr>
<tr>
<td>C</td>
<td>175 to 199 Total Points</td>
<td>70 to 79%</td>
</tr>
<tr>
<td>D</td>
<td>150 to 174 Total Points</td>
<td>60 to 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 150 total points</td>
<td>Less than 60%</td>
</tr>
</tbody>
</table>

**Late Assignment Policy**

Just as in a traditional class, it is the student’s responsibility to complete the quizzes, assignments and exams as posted in the Course Calendar. Time management in planning weekly activities, including business or personal travel, vacation, jury duty, family visits, work obligations, elective or planned medical procedures, holidays, etc. is critical to successful completion of this course.

The Santa Barbara City College HIT/CIM policy for course deliverables (i.e., assignments, homework, quizzes, projects, exams) **effective spring semester 2006** is as follows:

1. Due dates for all course deliverables are posted for each course in the course calendar. All students are responsible for monitoring and adhering to the Course Calendar as posted unless prior arrangements have been made with the instructor.
There will be no credit for late submissions.

The course instructor will handle student emergencies on an “as needed” basis.

Computer problems do occur so if it is your habit to work up until an assignment or exam deadline, do so at your own risk. All students should have a “back-up” computer plan in the event of hardware, software or technical difficulties unrelated to the SBCC system that can be invoked in a timely manner. The “back up” computer may be through another reliable source e.g., workplace, public library, friends, etc.

Lesson Evaluations

Student evaluations should be submitted for each lesson per the online evaluation function. The evaluations are used to revise the course content in order to better serve you and future students. There is no credit given for submitting lesson evaluations.

Accommodations for Students

SBCC students with disabilities who are requesting accommodations for classes, college activities or tests should use the following SBCC procedure. (NOTE: This procedure also includes student requests to bring into classes personal service attendants who are not SBCC employees. This procedure also includes student requests to bring service animals into classes.)

[1] Contact Disabled Student Programs and Services (DSPS).
[2] Submit documentation of your disability to the DSPS office.
[3] Communicate with a DSPS counselor regarding options for services and accommodations.
[4] Reach written accommodation agreement with the DSPS counselor and your instructor.

Contact: DSPS office (805) 965-0581 x 2364, SS Building, room 160, dspshelp@sbcc.edu or visit the website: http://www.sbcc.cc.ca.us/dspss.

SBCC requests you complete this process at least ten working days before your accommodation is needed, in order to allow DSPS staff time to provide your accommodation.

Academic Honesty

The instructor expects and trusts each student to maintain high standards of honesty and ethical behavior. All assignments, including examinations, research papers, position
papers, projects, homework assignments, and threaded discussion postings, submitted in fulfillment of the course requirements must be the students’ own work. All assignments except those designated as "group" are meant to be individual efforts. Group efforts are meant to be equal efforts of all group members. It is assumed that students will perform professionally and honestly in preparing work for this class.

Per SBCC policy, academic dishonesty includes cheating on exams or assignments, using other individuals to take a course or exam, unauthorized use of commercial research services in creating assignments, plagiarism, providing information to others without the instructor’s permissions or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.

According to Wikipedia, “plagiarism is the practice of claiming or implying original authorship of material which one has not actually created oneself, such as when a person incorporates material from someone else’s work into his own work without attributing it. Within academia, plagiarism is seen as academic dishonesty and is a serious and punishable academic offense.” To avoid plagiarism, please go to the Owl of Purdue’s website at http://owl.english.purdue.edu/owl/resource/589/03/ and follow the important safe practice tips.

It is important that you carefully read and understand the SBCC document called “Academic Honesty Defined and Outlined.” To view this document, refer to Course Orientation learning module under Calendar and Lessons.

Credit Deadlines

You will be expected to complete the online courses within the regular semester period.

An Important Note for Students

It is your responsibility to read and comply with all regulations outlined above. Any questions regarding these regulations should be addressed to:

Santa Barbara City College
Health Information Technology
721 Cliff Drive
Santa Barbara, CA 93109-2394
Telephone: (805) 965-0581. Ext. 2851
Email: onlineHITCIM@sbcc.edu
About Your Instructor

Jeanie Heck has been in the health care field for over 20 years. She has a bachelor's degree in Business Administration from the University of Pennsylvania. She holds four coding certifications – a CCS from AHIMA (American Health Information Management Association), a CPC from the AAPC (American Academy of Professional Coders), a FCS and a PCS from the ACMCS (American College of Medical Coding Specialists). Jeanie currently manages two family practice offices where her responsibilities include medical coding, medical billing, and accounting. She also serves as an HIM (Health Information Management) consultant providing both inpatient coding and audit support. Her medical coding experience includes inpatient, outpatient, emergency department, ambulatory surgical, and physician offices. Jeanie has been an instructor in medical coding for the past several years in both an in-class and online setting. Jeanie currently resides in southern New Jersey outside of the Philadelphia, PA metropolitan area.