# Durham Technical Community College

## Health Technology
## Health Information Technology

### Student Syllabus

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|---|---|
| *COURSE TITLE:* | **HIT 214**<br>CPT/Other Coding Systems |
| *COURSE DESCRIPTION:* | This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes. |
| *CREDIT HOURS:* | 2 |
| *PRE-REQUISITES:* | Prerequisites: HIT 211 |
| *CLASS MEETING DAY* | ONLINE 1/12/15-5/6/15 |
| *SEMESTER:* | Spring 2015 |
| *INSTRUCTOR:* | J------- V-------, MBA, RHIA<br>v------------@durhamtech.edu<br>(919) 536-7235 ext: ----<br>Tech Building, office # --- |
| *OFFICE HOURS:* | Monday/Wednesday 12:00-2:00<br>Tuesday/Thursday 8:30-11:00<br><br>*Please attempt to make an appointment as I may be in a meeting or out of my office. |
| *REQUIRED TEXTS:* | 1. Basic Current Procedural Terminology and HCPCS Coding, 2014 Edition; ISBN#: 9781622020263<br>2. 2015 AMA CPT® Standard Coding Book: Professional Edition; ISBN#: 9781584264323 |
| *INSTRUCTOR INFO:* | I will respond to emails within 24-48 hours on weekdays and within 48 hours on weekends.  The best method of contact for me is via email.<br><br>**Please note: Below is a tentative schedule, we will adjust as needed.** |

| Weeks/Dates | Readings | Homework and Exams |
|---|---|---|
| **Week One**<br>1/12-1/20 | o Review Syllabus/Course material<br>o Chapter 1: Intro to Clinical Coding<br>o Chapter 2: Application of the CPT system<br>o Review Powerpoints | **Orientation:** Complete orientation quiz<br>**Watch:** videos<br>**Homework:** Complete week one assignment |
| **Week Two**<br>1/21-1/27 | o Chapter 3: Modifiers<br>o Chapter 7: E&M Services<br>o Review Powerpoint | **Homework:** Complete week two assignment |
| **Week Three**<br>1/28-2/3 | o Chapter 4: Surgery<br>o Review Powerpoint | **Homework:** Complete week three assignment |
| **Week Four**<br>2/4-2/10 | o Review chapters 1, 2, 3, 4 & 7 | **Exam 1** |
| **Week Five**<br>2/11-2/17 | o Chapter 5: Radiology<br>o Chapter 6: Pathology and Laboratory Services<br>o Review Powerpoints | **Homework:** Complete week three assignment |
| **Week Six**<br>2/18-2/24 | o Chapter 8: Medicine<br>o Chapter 9: Anesthesia<br>o Review powerpoints | **Homework:** Complete week six assignment |
| **Week Seven**<br>2/25-3/3 | o Review chapters 5, 6, 8 & 9 | **Exam 2** |
| **Week Eight**<br>3/4-3/10 | o Chapter 10: HCPCS Level II<br><br>o Review Powerpoints | **Homework:** Complete week eight assignment |
| **Spring Break**<br>3/11-3/17 | | |
| **Week Nine**<br>3/18-3/24 | Review | **Complete:** coding cases 1 |

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|---|---|---|
| **Week Ten**<br>3/25-3/31 | Review | **Complete:** coding cases 2 |
| **Week Eleven**<br>4/1-4/7 | Review | **Complete:** coding cases 3 |
| **Week Twelve**<br>4/8-4/14 | Review | **Exam 3:** (Cumulative) |
| **Week Thirteen**<br>4/15-4/21 | Review | **Complete:** coding cases 4 |
| **Week Fourteen**<br>4/22-4/28 | Review | **Complete:** coding cases 5 |
| **Week Fifteen**<br>4/29-5/6 | | **Exam 4:** Final Exam |


**GRADE DETERMINATION**

EVALUATION
**COURSE GRADES:**

Final grades in the course will be determined based on the points earned out of the total possible points.  For this course, there are a total of 825 possible points.

POINT SCALE
825 - 767 = A
766 - 701 = B
700- 635 = C
**734- 578 = D**
**< 577 = F**

*\*\*A grade of "C" or better is required in order to pass this course according to the HIT Student Handbook.*

**VI. DOMAINS, SUBDOMAINS AND TASKS:**

1. Apply diagnosis/procedure codes using ICD-9-CM.   (Domain 1, Sub-domain C-2
2. Apply procedure codes using CPT/HPCPS.   (Domain 1, Sub-domain C-3)
3. Compile patient data and perform data quality reviews to validate code assignment and compliance with reporting requirements such as outpatient prospective payment systems.  (Domain 1, Sub-domain D-4)

4. Ensure accuracy of diagnostic/procedural groupings such as DRG, APC, and so forth.  (Domain 1, Sub-domain C-4)
5. Use and maintain electronic applications and work processes to support clinical classification and coding.  (Domain 1, Sub-domain V-1)
6. Resolve discrepancies between coded data and supporting documentation. (Domain 1, Sub-domain C-8)
7. Apply policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery.  (Domain 1, Sub-domain D1)
8. Code all diagnoses and procedures on at least 25 medical records as directed by the site supervisor, including newborn and obstetrical records when applicable.
9. Use and maintain applications and processes to support other clinical classification and nomenclature systems (such as ICD-10-CM, SNOMED, and so on.  (Domain 1, Sub-domain C-7)

**LEARNING OUTCOMES**

1. Identify the purpose of the CPT manual.
2. Identify placement of CPT codes on CMS-1500 insurance form.
3. Recognize the symbols used in the CPT manual
4. List the major sections found in the CPT manual.
5. Interpret information in section Guidelines and notes.
6. Apply modifiers.
7. Determine when to assign unlisted and Category III codes.
8. State the purpose and contents of a special report.
9. Locate terms in the CPT index.
10. Identify content of CPT appendices.
11. Identify and explain the three factors of E/M code assignment.
12. Analyze the differences among new, established, inpatient, and outpatient.
13. Explain the levels of E/M service.
14. Analyze the key component and contributing factors.
15. Identify critical elements of Documentation Guidelines.
16. Define uses of anesthesia.
17. Apply anesthesia formula.
18. Identify the symbol used in the CPT manual.
19. Define separate procedure designation.
20. Analyze the contents of a surgical package.
21. Explain what is meant by a surgical tray.
22. Distinguish between professional and facility services.
23. Identify the major factors in wound repair.
24. Calculate area and degree of burns.
25. State the important coding considerations in destruction.
26. Differentiate amongst fracture treatments.
27. Understand elements of endoscopic procedures.
28. Analyze cast application, strapping procedures, and traction.

29. Differentiate among codes based on the surgical approach.
30. State the coding rules of arteries and veins.
31. Define the critical terms in maternity and delivery services.
32. Analyze services in the global maternity and delivery package.
33. Assign E/M codes to services and procedures.
34. Assign Anesthesia codes to services and procedures.
35. Assign Surgery codes to services and procedures.
36. Assign Radiology codes to services and procedures.
37. Assign Pathology and Laboratory codes to services and procedures.
38. Assign Medicine codes to services and procedures.
39. Demonstrate an understanding of radiology terminology.
40. Analyze the elements of component coding in reporting radiology services.
41. State the appropriate coding of contrast material.
42. Understand the use of venipuncture with pathology and laboratory services.
43. Define a facility indicator.
44. Understand the coding of immunizations.
45. List the major features of Level II National Codes.
46. List the uses of the ICD-9-CM.
47. Explain ICD-9-CM coding conventions.
48. Identify the characteristics of ICD-9-CM Volume 2.
49. Identify the characteristics of ICD-9-CM Volume 1.
50. Identify the characteristics of ICD-9-CM Volume 3.
51. List the developers of the ICD-9-CM Official Coding Guidelines.
52. Apply the ICD-9-CM Official Coding Guidelines.
53. Define the steps to ICD-9-CM diagnosis coding.
54. Assign ICD-9-CM codes to various diagnosis statements.
55. Understand the format of the ICD-10-CM.
56. Distinguish between Medicare Parts A and B.
57. Define "participating QIO provider."
58. Locate information in the *Federal Register*.
59. Identify major elements of the IPPS system.
60. Explain the purpose of QIOs.
61. Explain the RBRVS system.
62. State the structure of the APC system.
63. Understand the framework of Medicare Fraud and Abuse.
64. Identify the major components of Managed Health Care.

**COURSE REQUIREMENT(S):**

■ **ATTENDANCE:** Attendance will be calculated based on the weekly assignments. If you fail to turn in your weekly assignment, you will be given an absence for that week as well as a zero for the assignment.

 ■ **COURSEWORK:** Read and complete all graded assignments and submit on time. Complete all quizzes and/or tests as required.

■ **ASSIGNMENT(S):** Each student is responsible for any missed assignment(s) and/or test(s). Assignments are due by the date specified. Missed assignments (when instructor is not notified) will receive an automatic grade of zero. If the student informs the instructor that an assignment will be late, the assignment will receive a 7-point deduction off the final score for each day past the due date. *Late work will only be accepted up to five days after the due date.*

■ **TEST/EXAM(S):** Any form of collaboration, copying, use of notes, course textbooks, or other materials on course test/examinations to answer questions, will be considered a violation of DTCC's "Academic Honesty Policy". Students who miss a scheduled test have the option to make-up that test within two days of the closing test date or receive a zero. **Only one make-up test/exam will be given per semester.** Any make-up test will receive an automatic 12-point deduction.

Online class formats require adequate technology to complete the course. Therefore, unforeseen problems or technology issues will not be an adequate excuse for a late exam. If you are having computer problems, you must arrange an alternate means to submit the exam to the instructor, before the deadline (including coming to campus to submit the exam, if necessary).

If you experience a technology failure while taking an exam (for example, you are "kicked out" of an exam while you are taking it), you must follow the following procedure:

1. Contact your instructor immediately by email and phone. If the instructor is available, the instructor can assess the issue and reset your exam if appropriate.

**Only one test reset will be given per semester.**

2. If you are unable to contact your instructor, contact the Sakai support by email: sakaihelp@durhamtech.edu or phone: 919-536-7213 (Mon-Fri, 8am - 5pm). The help desk will be unable to reset your exam; however, the individual will assign you a help desk ticket number that will serve as documentation of the problem.

3. Once your instructor resets the exam, it is your responsibility to complete the exam by the due date and time. If the exam reset occurs after the due date and time, the student must complete the exam within 24 hours.

Students who experience continued technical issues during an exam must take subsequent exams on campus in the testing center. These arrangements must be made with the instructor and the exam must be completed by the due date.

**USE OF CONNECTMAIL**

All Durham Technical Community College students have been issued a ConnectMail

account. This account should be used for all email communications between the student and the college, including all communications with instructors. This account must be used as your Blackboard email account. Instructors have been asked not to respond to any email communication sent from a student's personal email account.  More information on setting up and using your ConnectMail account can be found at: http://www.durhamtech.edu/connect/index.htm.

**STANDARD DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES**

*Attendance Policy:* The College has an 85% attendance requirement with no excused absences. Moreover, absences are counted from the first scheduled class meeting, and a student who misses more than 15% (or 10% in Developmental Studies courses) of instructional hours may be asked by the instructor to withdraw or may receive a grade of F2. See the Durham Tech website for more information. http://www.durhamtech.edu/html/prospective/advisinggeneral.htm. If you have a planned absent, you must complete the Excused Absence Approval Form at least 14 days in advance.  http://www.durhamtech.edu/html/current/ExcusedAbsenceNotificationForm.pdf

*Withdrawal Policy:* Students withdrawing from the college must officially withdraw through the Admissions and Registration office. Students may officially withdraw from one or all courses during the designated withdrawal days of each semester without the enrollment being shown on the transcript. After the close of the drop/add period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. Students may receive a grade of F2 due to lack of attendance. Failure on the part of the student to withdraw officially from a course could result in a grade of F2. Therefore, all students should refer to the instructor's attendance policy.  Students with questions or concerns should consult with their instructor.

Any student with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class with a grade of W.  Students with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course after the official withdrawal date for the course will be withdrawn from the class and will receive a grade of F2.

*Academic Integrity:* According to the DTTC student handbook "Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct" (24). Academic dishonesty includes the following:

- ❖ Registering for a course not approved by a student advisor;

- ❖ Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;

- ❖ Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas, including material from the Internet, as one's own;

- ❖ Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or

- ❖ Furnishing false information with the intent to deceive members of the college faculty or
  administration who are acting in the exercise of their official duties.

The Violation Procedure for the Academic Honesty Policy is available in the Catalog and Student Handbook.  Please note that as the Catalog and Student Handbook is updated, campus policies may change.

*Student Code of Conduct:* According to the Durham Tech student handbook "All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action" (29).  Examples of specific violations of and the grievance procedure for the Student Code of Conduct are available at the following link: http://www.durhamtech.edu/html/prospective/studentservicesb.htm#conduct

*Please note that as the Catalog and Student Handbook is updated, campus policies may change.

*Center for Academic Excellence:* Students who need tutorial assistance may be referred to the Center for Academic Excellence (CAE), in the Phail Wynn Jr. Student Services Center, third floor, room 1310. This term's schedule of free tutorial services is available in the CAE and is posted online and on bulletin boards around campus.  For more information, call the CAE at 919-536-7232, ext 2404 or consult the CAE web pages at http://www.durhamtech.edu/cae/index.htm

*Disabilities Services:* Students with physical, psychological, or learning disabilities may use services designed to create equal access to the many aspects of education. At Durham Tech, Disability Services provides accommodations that reflect the college's commitment to accessible quality education.

Students achieve educational access through the effective use of accommodations such as individualized educational planning; support staff, including note-takers and interpreters; assistive technology; alternative testing arrangements; and priority assistance during registration. Through a process of individual planning, students are encouraged to use their diverse abilities to succeed. Students requesting accommodations due to a disabling condition must provide the college with current assessment documentation verifying a disability. This documentation must be submitted on the letterhead of a qualified professional and include a clear diagnostic statement, a description of the assessment tools used to render the diagnosis, and a statement reflecting the student's present needs and level of functioning. Copies of the Disability Services Documentation Guidelines and release forms are available in the Counseling and Student Development office, located in the Phail Wynn, Jr. Student Services Center, room 1209. Students with disabilities are encouraged to learn more about available accommodations and services by calling the Disability Services staff members at 919-536-7208.

See also the Student Policies in the College's Website at:
http://www.durhamtech.edu/html/prospective/studentservices.htm#clc

## ADDITIONAL INFORMATION

**Library Access:** Durham Tech has an extensive collection of print sources as well as online database collections. The online catalogue and library hours are also available on the library's website. http://www.durhamtech.edu/html/prospective/library/index.htm

**Tech Center Computer Lab, Room 965:**

Hours of Operation: vary by semester.  Please refer to the schedule available on the door.