Pellissippi State Community College
Master Syllabus

CPT CODING
ADMN 2303

Class Hours: 3.0                   Credit Hours: 3.0
Laboratory Hours: 0.0               Revised: Fall 2017

Catalog Course Description
This course provides an introduction to the Current Procedural Terminology (CPT) and Health Care Financing Common Procedure Coding System (HCPCS) Level II coding systems. Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes and format and usage of coding and modifiers.

Prerequisite(s)
ADMN 2325

Co-requisite(s)
None

Textbooks(s) and Other Course Materials
3. Access to Internet
4. Computer speakers or headphones and microphone

Week/Unit/Topic Basis

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>1/2</td>
<td>Overview of the Course, Insurance Coding, Reimbursement, HIPAA, Compliance, and ICD-10 Impact on CPT Coding/Introduction to CPT Coding and Modifiers</td>
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<tr>
<td>2</td>
<td>3/4</td>
<td>CPT Evaluation and Management and Anesthesia</td>
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<td>3</td>
<td>5/6</td>
<td>Surgery, Integumentary and Musculoskeletal Systems</td>
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<td>4</td>
<td>7/8</td>
<td>Respiratory and Cardiovascular Systems</td>
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<td>5</td>
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<td>COMPREHENSIVE EXAM</td>
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<td>6</td>
<td>9/10</td>
<td>Hemic/Lymphatic and Mediastinum/Diaphragm Systems</td>
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<td>7</td>
<td>11/12</td>
<td>Digestive and Urinary Systems</td>
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<td>8</td>
<td>13/14</td>
<td>Male and Female Genital Systems</td>
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<tr>
<td>9</td>
<td>15</td>
<td>Maternity Care/Delivery</td>
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Course Goals

NOTE: Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

The course will

A. Emphasize the economic impact of correct coding in a medical office. (II)
B. Increase students’ knowledge and understanding of guidelines regarding the assignment of service/procedure coding systems used in the physician office setting. (II, III)
C. Enhance student ability to use the ICD, CPT procedural coding system and the HCPCS coding system (II, III, IV)

Expected Student Learning Outcomes

NOTE: Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

Students will

1. Use the CPT and HCPCS manuals to assign billing codes. (A, C)
2. Demonstrate the ability to assign modifiers as appropriate to the related CPT code. (A, B, C)
3. Explain evaluation and management code assignment. (A, B)
4. Explain consultation codes. (B, C)
5. Assign CPT codes associated with anesthesia services. (B, C)
6. Explain the relationship between correct code assignment and financial management. (A, B)
7. Describe the format of CPT codes, sections, guidelines and punctuation. (B)
8. Assign CPT and HCPCS modifiers. (A, B, C)
9. Explain coding audit processes. (A, B, C)
10. Identify incorrect coding processes. (A, B, C)

Evaluation

Testing Procedures: 60% of grade

There will be three (3) comprehensive exams given during the semester, each consisting of coding problems. The final exam is comprehensive and will be given in accordance with the final exam schedule published by the College.
Laboratory Expectations: 0% of grade
None

Field Work: 0% of grade
None

Other Evaluation Methods: 40% of grade
Assignments (10%), weekly exams and quizzes (20%), and class work and participation (10%) will make up 40% of the final grade. Each student is expected to complete all assignments. Late submissions are not accepted. Participation points are also awarded for class discussion and activities. Participation/class activity points lost because of absence or tardiness are not made up. Missed exams and quizzes are not made up. Failure to meet assignment deadlines will result in a zero being assigned.

Grading Scale
A  92-100
B+ 89-91
B  82-88
C+ 79-81
C  72-78
D  65-71
F  0-64

Policies

Attendance Policy
Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via Disability Services email or by visiting Alexander 130.